



Punjab Government Gazette

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No. 36] CHANDIGARH, FRIDAY, SEPTEMBER 5, 2025 (BHADRA 14, 1947 SAKA)

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PART I

Punjab Government Notifications and Orders

GOVERNMENT OF PUNJAB

DEPARTMENT OF FINANCE

(Finance Personnel-2 Branch)

NOTIFICATION

The 30th July, 2025

No:FD-FP-2021(MISC)/23/2025-4FP2/I/1164777/2025.- The Punjab Financial Rules were last published in 1984. Since then numerous amendments and changes have been made in the Punjab Financial Rules. As this is a vital reference book on the financial rules of the State, a revised edition has now been brought out to ensure compliance with the updated provisions. For convenience of use, the book has been divided into two volumes: Volume I contains the main rules, while Volume II includes appendices, forms etc.

2.0 Volume I and Volume II are annexed as Annexure I and Annexure II respectively.

3.0 This Notification is issued with the approval of Finance Minister Punjab.

Chandigarh
The 29th August, 2025

Sd/-
ALOK SHEKHAR
Additional Chief Secretary
Department of Finance

Annexure I

GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
FINANCIAL HANDBOOK NO. 2
THE PUNJAB FINANCIAL RULES
Volume I



(Sixth Edition)

(As amended upto 31st March 2020)

Issued by the authority of Government of Punjab, Department of Finance

CHANDIGARH

Printed by the Controller, Printing & Stationery, Punjab at Government Press, S.A.S.
Nagar

Price: Rs.

Preface

The Punjab Financial Rules have been a guiding post for all administrative departments in the past. These rules have come a long way since their inception and are continuously updated and modified to keep up with the changes in the system. I have been made aware that the last edition of these rules were published in 1984. With the evolving landscape of governance, financial inter-linkages and technology, it was a need of the hour to issue a revised version of these rules with amendments that happened over the years incorporated.

2. These rules have been published with amendments to keep up to the changes in the entire ecosystem and I am hopeful that this book will act as an enabler for all the concerned departments. In a major step in forward direction, “The Punjab Transparency in Public Procurement Rules, 2022” framed under “The Punjab Transparency in Public Procurement Act, 2019” have also been included to boost governance and enhance transparency in procurement of goods and services.

3. I am hopeful that all administrative departments will follow these rules laid out in its entirety and will reach out to the Department of Finance in case of any suggestion, error or modification.

Harpal Singh Cheema,
Finance Minister, Punjab

PREFACE TO THE 6TH EDITION

The last edition of P.F.R. Vol. I and Vol. II was brought out in 1984. During 40 years which have elapsed since then so many amendments and changes have been made relating to this book. It being a crucial book on financial rules of the State, and to enable observance of the up-to-date rules this revised version of the book is being brought out.

2. This handbook contains the financial regulations issued by the Finance Department for the guidance of various offices and departments and has been entitled "The Punjab Financial Rules". The rules contained in this handbook deal with the transactions affecting the revenues of Punjab Government only, and include chiefly those which are of general application. Financial Rules relating to Procurement of goods and services have been included in "The Punjab Transparency in Public Procurement Rules, 2022" framed under the "The Punjab Transparency in Public Procurement Act, 2019 (reference has been made in Appendix-8 of Volume-II of this book). Financial Rules relating to the Public Works and Forest Department have been issued in a separate publication entitled "Department Financial Rules". Detailed rules in respect of other department will be found in their respective departmental manual or codes.

3. For facility of handling, this book has been printed in two volumes, the first containing the main rules and the second appendices, forms, etc. All Government Officers who notice any errors or omissions in these rules, are requested to bring them to the notice of their Heads of Department, who will please submit their proposals to the Department of Finance, through the Administrative Department concerned.

Krishan Kumar, IAS

Principal Secretary to Government of
Punjab, Department of Finance

Preface

I express my utmost gratitude to all below mentioned team members for all the efforts and time that they have put in towards the updating of Punjab Financial Rules. Their inputs acquire all the more significance and deserve a pronounced appreciation. I congratulate all team members for accomplishing the set task in the desired time period:

V.N. Zade,
Secretary to Government
of Punjab, Department of
Finance

The team of following three members was constituted vide I.D. No. 21/6/2015-4FP2/1 dated 02.01.2017:

- | | |
|--------------------------------------|--|
| 1. Sh. Jaspal Singh, IAS (Now Retd.) | Chairman, Committee to finalize the
Draft Amendment Rule: |
| 2. Secretary Expenditure | Member |
| 3. Director of Industries | Member |

Other team members:

- | | |
|------------------------------|-------------------------------------|
| 1. Sh. Ashok Pajni | E.L.F.A. (Retd.) |
| 2. Sh. Hem Raj Aggarwal | E.L.F.A. (Retd.) |
| 3. Sh. Sikander Singh | E.L.F.A. (Retd.) |
| 4. Sh. Preetpal Singh Bawa | A.D.T.A. (retd.) |
| 5. Sh. Jatinder Singh | J.C.F.A. (retd.) |
| 6. Sh. Gurpreet Singh Sudan | J.C.F.A. |
| 7. Sh. Baldev Singh | D.C.F.A. (retd.) |
| 8. Sh. Som Nath Bhat | D.C.F.A. (retd.) |
| 9. Sh. Rakesh Kumar Sharma | D.C.F.A. |
| 10. Sh. Sushil Kumar Dhimani | D.C.F.A. |
| 11. Sh. Karam Singh | A.C.F.A. |
| 12. Sh. Raj Kumar | A.C.F.A. |
| 13. Sh. Mithun Chawla | Senior Assistant, Pb. Civil Sectt. |
| 14. Sh. Lovepreet Singh | Senior Assistant, Pb. Civil Sectt., |

PREFACE TO THE 5TH EDITION

The fifth edition of the Punjab Financial Rules, Volume I incorporates all amendments made upto the 31st March, 1984.

2. Suggestions for making corrections and improvements may kindly be forwarded to the Department of Finance.

Dated, Chandigarh
The 17th May, 1984

G.BALAKRISHNAN,
SECRETARY OF THE GOVT. OF PUNJAB,
DEPARTMENT OF FINANCE.

PREFACE TO THE 4TH EDITION

The last edition of P.F.R. Vol. I was brought out in 1965. During 15 years which have elapsed since then so many amendments and changes have been made relating to this book. It being a crucial book on financial rules of the State, and to enable observance of the up-to-date rules this revised version of the book is being brought out as corrected upto the 31st March, 1982. Suggestions for any correction or supply of omissions so as to make this book more useful may please be sent to the Department of Finance, Punjab.

Dated Chandigarh the
31st March, 1982.

R.P.OJHA,
COMMISSIONER FOR FINANCE AND
SECRETARY TO GOVT. PUNJAB,
DEPARTMENT OF FINANCE.

PREFACE TO 3RD EDITION (SECOND REPRINT)

This edition brings the compilation up-to-date. It incorporates all the correction slips and amendments issued to the First Edition (Reprint) upto the end of December, 1963.

2. It is requested that any errors or omissions found in this volume may kindly be brought to the notice of Heads of Departments, who will please submit their proposals to the Finance Department, through their Administrative Department concerned.

SAPURAN SINGH,
SECRETARY TO GOVT. OF PUNJAB,
FINANCE DEPARTMENT.

PREFACE TO 2ND EDITION (REPRINT)

This edition brings the compilation up-to-date. It incorporates all the correction slips No. 1 to 85 issued to the First Edition.

2. It is requested that any errors or omissions found in this volume may kindly be brought to the notice of Heads of Departments, who will please submit their proposals to the Finance Department, through their Administrative Department concerned.

J. S. BASUR,
SECRETARY TO GOVT. OF PUNJAB,
FINANCE DEPARTMENT.

PREFACE

This Handbook is a companion volume to the Financial Handbook No. 1 "Punjab Treasury Rules and the Subsidiary Treasury Rules issued thereunder". For facility of handling, this book has been printed in two volumes, the first containing the main rules and the second appendices, forms, etc.

2. This handbook contains the financial regulations issued by the Finance Department for the guidance of various offices and departments and has been entitled "The Punjab Financial Rules". The rules contained in this handbook deal with the transactions affecting the revenues of Punjab Government only, and include chiefly those which are of general application. Financial Rules relating to the Public Works and Forest Department have been issued in a separate publication entitled "Departmental Financial Rules" (Financial Handbook No. 3). Detailed rules in respect of other department will be found in their respective departmental manuals or codes.

3. The rules in this handbook are based mainly on the existing rules and orders contained in Punjab Financial Rules, Volume I and Volume II (First Edition), 1940, modified in the background of changes resulting from the partition of the Punjab and Constitutional requirements. To avoid over-lapping, Chapters XIX and XX of Volume I of the edition referred to above, containing the "Assent" and "Delegation Orders" issued under the various rules, have been brought together in Chapter XIX. The Appendices to Volume II of the edition referred to above, which have not been printed in the new edition, will continue to be in force till they are re-issued or modified.

4. Correction slips and amendments issued to the various rules upto 6th May, 1955, have been included. Amendments notified subsequently may be taken as modifying the corresponding rules in this Volume. They will be re-issued in due course, as correction slips to this Volume.

5. All Government Officers who notice any errors or omissions in these rules, are requested to bring them to the notice of their Heads of Departments, who will please submit their proposals to the Finance Department, through the Administrative Department concerned.

N.N. KASHYAP,
SECRETARY TO GOVT. OF PUNJAB,
FINANCE DEPARTMENT.

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THE PUNJAB FINANCIAL RULES

VOLUME I

CHAPTER I—Definitions

1.1. The power of interpreting, changing and relaxing these rules is vested in the Department of Finance:

Provided that in the case of rules based on the standing instructions issued by the Comptroller and Auditor-General of India the aforesaid power shall not be exercised save with the prior consultation of the Comptroller and Auditor-General of India.

1.1-A. Unless there be anything repugnant in the subject or context, the terms defined in this chapter are used in these rules in the sense hereby explained.

1.2. "Abstract Bill" is a bill without details either for contingent or travelling allowance expenditure (other than travelling allowance expenditure of the Department of Public Works) paid at a Treasury without the scrutiny and countersignature of a controlling authority, to save delay in the discharge of a claim. In the Department of Public Works, abstract bills for travelling allowance expenditure are paid after scrutiny and countersignature of the detailed bills by the controlling officers.

1.3. "Administrative Approval" is the formal acceptance by the Administrative Department (defined below) of a proposal to incur expenditure on works initiated by or connected with the requirements of that Department.

In the case of works executed by the Department of Public Works, it is in effect an order to that Department to execute a certain specified work at a stated sum to meet the administrative needs of the Department requiring the work (See also rule 1.38).

Note 1.—"Administrative Department" means a department of the Punjab Government other than the Department of Finance.

Note 2.—The administrative approval accorded to a proposal previous to its inclusion in a Schedule of New Expenditure or list of Major Works, as the case may be, should be endorsed by the competent authority to the Accountant-General, Punjab and should be treated as financial sanction to the extent the funds are voted by the Legislature. Where, however, the provision in the Budget has subsequently been revised and is not in accordance with the administrative approval already accorded, fresh administrative approval will be accorded and the same will be treated as financial sanction.

1.4. "Appropriation" means the assignment to meet specified expenditure of funds at the disposal of assigning authority.

1.5. "The Bank" means any office or branch of the Banking Department of the Reserve Bank of India, any branch of the State Bank of India acting as the agent of the Reserve Bank of India, in accordance with the provisions of the Reserve Bank of India Act (2 of 1934) and any branch of a Subsidiary Bank, as defined in section 2 of the State Bank of India (Subsidiary

2

[1.6-1.12]

PUNJAB FINANCIAL RULES VOLUME I

[Chap. 1]

Banks) Act, 1959 (38 of 1969), which is authorised to transact Government business as agent of the State Bank of India or any other agency appointed by the Reserve Bank of India.

“Reserve Bank” means the Reserve Bank of India.

1.6. “Book Transfer” denotes the process whereby financial transactions which do not involve the giving or receiving of Cash, or of Stock materials, are brought to account. Such transactions usually represent liabilities and assets brought to account either by way of settlement or otherwise, but they may also represent corrections and amendments made in Cash, Stock, or Book Transfer transactions previously taken to account.

1.7. “Bonus” means payment made in addition to the prescribed pay or wages as a reward for specially good work or service or for out turn of work in excess of a prescribed limit.

1.8. “Cash” includes legal tender coin, currency and Bank Notes, cheques payable on demand, Reserve Bank Government drafts, and demand drafts and also one-rupee revenue stamps.

Government securities, deposit receipts of banks, debentures and bonds accepted as security deposit are not treated as cash.

1.9. “Cash order” is a payment order issued by a Head Treasury on a Sub-Treasury under its jurisdiction, in favour of the person to whom the money is due or who is responsible for its disbursement and is payable in lump sum.

1.10. “Charged Expenditure” is the Expenditure, which under various Articles of the Constitution of India has been declared as charged on the Consolidated Fund of the State, and as such is not subject to the vote of the Legislature.

1.11. “Class of Government employees” means—

- (1) all Government employees holding posts bearing the same designation in the same department or service; and
- (2) all Government employees holding posts which have been declared by the competent authority to be in a single class.

1.12. “Competent Authority” in relation to the exercise of any power means the Administrative Department concerned acting in consultation with the Department of Finance or any other authority to which the relevant powers may be delegated.

Department of Finance may prescribe cases in which its consent to the exercise or delegation of any power under these rules by the authorities specified may be considered to have been given.

Note.—List of authorities competent to exercise powers under these rules are detailed in Chapter XIX.

1.12-A. "Consolidated Fund of the State" is the fund into which all revenues received by the Government of the State, loans raised by the Government by the issue of treasury bills, loans or ways and means advances, and moneys received by that Government in repayment of loans, are credited and from which the expenditure of that State, when authorised by the appropriate Legislature, is met.

Note.—All other public moneys received by or on behalf of the Government of Punjab, shall be credited to the "Public Account of the State of Punjab" (See rule 1.32 below).

1.13. "Contract" means any kind of undertaking, written or verbal, express or implied by a person, not being a Government employee, or by a syndicate or firm for the construction, maintenance or repairs of one or more works, for the supply of materials, or for the performance of any service in connection with the execution of work or the supply of materials.

1.14. "Contractor" means a person, syndicate or firm that has made a contract, but the use of this term is often restricted to contractors for the execution of works or for services in connection therewith.

1.15. "Controlling Officer" means a head of department or other departmental officer who is entrusted with the responsibility of controlling the incurring of expenditure and/or the collection of revenue by the authorities subordinate to the department.

In relation to receipts and expenditure under any head of account, this term denotes Government employees designated as such in Appendix „C" to the Punjab Budget Manual.

1.16. "Detailed Bill" is a bill setting forth the details of either contingent or travelling allowance expenditure, and is subject to countersignature by a controlling authority. It is marked "Not Payable At The Treasury" when it is prepared in support of a charge already drawn on an abstract bill.

1.17. "Detailed Head" is a division of a minor head.

1.18. "Disbursing Officer" means in relation to expenditure under any head of account, a Government employee defined as such in rule 2.16 of the Punjab Budget Manual.

1.19. "Department of Finance" means the Department of Finance of the Government of Punjab.

1.20. "Financial year" means the year beginning on the 1st of April and ending on the 31st March following.

1.21. "Government" means any Administrative Department of the Government of Punjab.

1.22. "Grade" of Government employees means a sub-division, according to pay, of a class of Government employees.

1.23. "Head of Department" means in relation to receipts and expenditure, under any head of account, the authority shown as such in Appendix „C" to the Punjab Budget Manual.

1.24. "Head of Office" means a Government employee defined as a Disbursing Officer in rule 2.16 of the Punjab Budget Manual or any other Group „A" or Group „B" Government employee declared to be the head of an office by competent authority.

Heads of Department have been authorized to declare any Group „A" or Group „B" Government employee subordinate to them to be the head of an office for the purpose of these rules.

1.25. "Major Head" is a main unit of classification of revenue and expenditure in the Government accounts.

1.26. Omitted.

1.27. "Minor Head" is a sub-division of Major Head.

1.28. "Non-recurring Expenditure" means expenditure sanctioned as a lump sum charge whether the money be paid as a lump sum or by instalments.

Note.—Sanction to any item of expenditure which is of a fixed recurring nature and does not vary periodically and which is chargeable to contingencies or to pay of establishment and which does not extend beyond the financial year or beyond six months within the financial year is deemed to be a sanction for non-recurring expenditure.

1.29. Omitted

1.30. "Primary Units of Appropriation" is a portion of the supply under each minor head which is allotted to a prescribed subdivision of the head as representing one of the primary objects of the supply.

1.31. "Proposition Statement" is a statement setting forth the financial effect of the proposal involving the creation, alteration or abolition of posts on an establishment.

1.32. "Public Account of the State of Punjab" is the account into which all public moneys other than those which form a part of the Consolidated Fund of the State, received by/or on behalf of the State are credited and from which disbursements are made in accordance with the prescribed rules.

Note.—All moneys received by or deposited with any officer employed in connection with the affairs of the State in his capacity as such, other than revenues or public money raised or received by the Government of the State should also be paid into the "Public Account of the State".

1.33.“Re-appropriation” means the transfer of funds from one unit of appropriation to another such unit.

1.34.“Recurring Expenditure” means all expenditure which is not non-recurring.

1.35.“Secondary Units of Appropriation” are the divisions into which a primary unit of appropriation is divided for the purposes of financial control.

1.36.Omitted.

1.37.“Subordinate Authority” means a Department of State Government or any authority subordinate to the Governor.

1.38.“Technical Sanction” is the sanction of a competent authority to a properly detailed estimate of the cost of a work of construction or repair.

Ordinarily such sanction can only be accorded by Government in the P.W.D. or by such authorities of the P.W.D. to whom the power has been delegated by Government.

1.39.“Treasury Rules” means the Punjab Treasury Rules as contained in Volume I of Punjab Financial Hand Book No. I.

1.40.“Voted Expenditure” is the expenditure other than “charged” which is subject to the vote of the Legislature.

CHAPTER—II

General Principles and Rules

I. HANDLING OF CASH AND RECORDING OF TRANSACTIONS CONNECTED THEREWITH

(i) GENERAL

2.1. (a) A person may tender moneys in payment of dues to Government either (i) to the concerned departmental officer by cheque, bank draft, online deposit, postal order, or money order, or in cash, if the amount does not exceed five thousand rupees in each case or such higher amount as he may be authorised to receive, or (ii) at the Treasury or the Bank:

Provided that there shall be no limit for tendering cash for purchase of stamps at the counter of the Treasury or Sub-treasury.

(b) Every Government employee is personally responsible for the money which passes through his hands and for the prompt record of receipts and payments in the relevant account as well as for the correctness of the account in every respect. The private cash or accounts of members of the office or department should not be mixed up with the public cash or accounts.

Note 1.— All transactions involving the giving or taking of stores, other properties, rights, privileges, and concessions which have money values should be brought to account in some suitable form as soon as they occur.

Note 2.—The procedure laid down in Subsidiary Treasury Rules 3.1 and 3.2 should be followed in the custody of cash.

A similar procedure should be followed in the case of bullion, jewellery and other valuables coming into the hands of Government employees in their official capacity. See also the Punjab Treasury Rules.

(c) In the departments which render accounts to the Accountant-General, the form in which such accounts are rendered and the form in which the initial accounts, from which the accounts so rendered are compiled or on which they are based, are kept, are prescribed by the Comptroller and Auditor-General of India. Like-wise the outline of the system of accounts and the principles and methods of accounts (including classification of transactions in accounts) have been prescribed by the Comptroller and Auditor-General of India and the directions in respect thereof are contained in Chapters 2 and 3 of the Account Code, Volume I.

(d) A Government employee supplied with funds for expenditure is responsible for their proper disposal. Such funds generally partake of the nature of amounts payable to the subordinate staff on account of pay, allowances, etc., or to private persons or parties on account of contingent

Charges, other expenditure, refunds, etc. To discharge this responsibility the drawing officer should see that payments are made to the person or persons entitled to receive them and that undisbursed funds are either repaid into the treasury adjusted by short drawl in the next bill or bills and are not retained in his hand for a period longer than is absolutely necessary or is permissible under the rules. Thus—

- (1) as regards pay, travelling allowances, etc., of the staff, the acquaintance rolls or the office copies of the bills, as the case may be, should be duly signed by the payee (with a stamp where necessary) in token of their having received the amount;
- (2) as regards payments to private parties he should obtain for every payment (including repayment of money previously lodged with Government for whatever purpose) an acknowledgement of the payment setting forth full particulars of the claim. Where any particular form has been prescribed, it should be used as far as possible. The acknowledgement should always be taken at the time of payment and should be signed by the person by whom or on whose behalf the claim is put forward.

If a disbursing officer anticipates any difficulty in obtaining from the persons to whom money is due a receipt in the proper form it is open to him to decline to hand him the cheque or cash, or to make a remittance to him, as the case may be, until the acknowledgement of the payment, with all necessary particulars, has been given by him. In all cases of payment by remittance a note of the date and mode of remittance must be made on the bill or voucher at the time of remittance. In cases of remittance by postal money order, the purpose of the remittance should be briefly stated in the acknowledgement portion thereof.

Note.—The detailed instructions given in this book relating to (i) form, completion, examination and custody of sub-vouchers and acquaintance rolls and (ii) defacement of sub-vouchers should be closely observed by all drawing officers in order to discharge effectively the responsibility enjoined by this rule. (Rule 6.2 of S.T.R.).

(ii) MAINTENANCE OF ACCOUNTS—CASH BOOK

2.2. All Government employees who are required to receive and handle cash, shall observe the following rules and or as may be prescribed by Government from time to time.

- (i) Every officer receiving money on behalf of the Government should maintain a cash book in Form P.F.R.I.

Note.—The cash book should be bound in convenient volumes and the pages machine-numbered. Before bringing a cash book into use, the head of office or the officer nominated by him should count the number of pages and record a certificate of count on the first page of the cash book.

- (ii) All monetary transactions should be entered in the cash book as soon as they occur and attested by the head of the office in token of check.
- (iii) The cash book should be closed regularly and completely checked. The head of the office should verify the totaling of the cash book or have this done by some responsible subordinate other than the writer of the cash book, and initial it as correct.
- (iv) At the end of each month, the head of the office should verify the cash balance in the cash book and record a signed and dated certificate to that effect. The certificate should also be recorded on the monthly cash account, primary abstract or account current, where such account, abstract or account current is required to be submitted to the Accountant-General. Such certificate must be assigned by the head of the office who should invariably date the signature.

If, however, the head of the office is absent from headquarters at the end of a month, he may delegate the duty of verifying the cash balance to a Group „A” or Group „B” Government employee of his office; but he should personally verify the cash balance on his return to headquarters.

Note 1.—Whenever, on the contents of the cash chest being counted, the balance as per cash book is found to be incorrect, it must, unless the error can be detected and set right at once under rule 2.39 be rectified forthwith by making the necessary receipt or payment entry in the cash book. “To cash found surplus in chest” or “By cash found deficient in chest”. The administrative action to be taken on the occurrence of a deficiency and the report of the departmental superior must depend on the nature of each case.

Note 2.—During the absence of the head of office from headquarters the duty of attesting the cash book may be entrusted to another Group „A” or Group „B” Government employee of his office, but on his return he should satisfy himself that there is no irregularity and in token of this check the head of office should sign the cash book immediately on return to headquarters.

- (v) When the Government money in the custody of a Government Officer are paid into the Treasury or the Bank, the head of the office making such payments should compare the Treasury Officer’s or the Bank’s Receipts on the challan or his pass book with the entry in the cash book before attesting it, and satisfy himself that the amounts have been actually credited into the Treasury or the Bank. By the 15th of every month, he should obtain from the Treasury a consolidated receipt for all remittances made during the previous month, which should be compared with the postings in the cash book.

Note.—The consolidated treasury receipts furnished by the Accountant-General should be sent to the head of the office or a Group „A” or Group „B” Government employee nominated by him by name and he should watch for the same. The head of the office should also arrange that letters are really opened by himself or by the officer nominated by him.

- (vi) An erasure or over-writing of any entry once made in the cash book is strictly prohibited. If a mistake is discovered, it should be corrected by drawing the pen through the incorrect entry and inserting the correct one in red ink between the lines. The head of the office should initial every such correction and invariably date his initials.
- (vii) A Government officer who handles Government money should not, except with the special sanction of the head of the office, be allowed to handle also in his official capacity money which does not belong to the Government. Where under any special sanction, a Government officer deals with both Government and non-Government money in his official capacity, the Government money should be kept in a cash box separate from the non-Government money and the transactions relating to the latter should be accounted for in a separate set of books pertaining to the public account of the State.
- (viii) The employment of peons to fetch or carry money should be discouraged. When it is absolutely necessary to employ a Group „D' Government employee for this purpose, a man of some length of service and proved trustworthiness should only be selected and, in all cases, when the amount to be handled is large, one or more guards should be sent to accompany the messenger.

Note.—The duties imposed by clauses (ii) to (vi) of this rule on the head of office may be entrusted to a subordinate Group „A" or Group „B" Government employee nominated by the head of the office for the purpose.

2.3. The counting should be made on the last working day of each month immediately after closing the cash account of the month, but where this is not possible, the Cash balance may be counted on the first working day of the following month before any disbursement is made on that date.

Note 1.—The periodical verification of cash in Government treasuries and sub-treasuries shall be governed by the rules in the Punjab Treasury Rules.

Note 2.—Cash drawn on pay, travelling allowance and contingent bills of establishment and undischarged balance thereof should not be mixed with the permanent advance in the case of civil departments and the regular cash balance of the Department of Public Works.

Note 3.—In offices having more than one chest, the actual balance of cash in each chest should be counted simultaneously. In the case of subordinate offices at outstations, the head of office or any other Group „A" or Group „B" Government employee named by him will count it wherever he may visit them and will record a note in the cash book, showing the date of examination and the amount (in words) found.

2.4. At the close of the day while signing the cash book, the head of the office should see that the departmental receipts collected during the day, the utilization of which towards

is strictly prohibited under the Punjab Treasury Rules are credited into the treasury on the same day or on the morning of the next day at the latest and that there is a corresponding entry on the payment side of the cash book.

Note.—The consolidated treasury receipt(s), signed and furnished by the District Treasury Officer or by the Treasury Officer (Headquarters) where he is duly authorised by the District Treasury Officer by specific orders issued in this behalf, should be sent to the Head of the Office or a Group „A” or Group „B” Government employee nominated by him by name and he should watch for the same. The Head of the Office should also arrange that such letters are really opened by him.

2.5. When a cheque is drawn by an officer in favour of self or order to replenish the cash chest, its amount should at once be entered as a receipt. This entry must not be delayed until the money has been received after the encashment of the cheque at the treasury.

For Department of Public Works cheques, see also Article 78 of Account Code, Volume III.

2.6. All receipts, disbursements and charges of whatever sort connected with the public service must be, and no other may be, shown in the cash book. Sufficient details should be given in the column “particulars” to admit of the main points of each transaction being readily ascertained without reference to the detailed vouchers.

2.7. If a Government employee, who is not in charge of a cash book, receives money on behalf of Government at exceptional times, he should not mix it up with the imprest or any other cash in his charge, but pay or remit it, at the earliest opportunity, to the nearest Government employee having a cash book or direct to a treasury. The acknowledgement of the treasury (with an intimation of the full particulars of the receipt including the date of its realisation) should be forwarded immediately to the next superior officer having a cash book, to enable him to make the necessary entries therein. The record of the transactions will be in the correspondence and not in the imprest or other cash account of the receiving officer.

II. PERMANENT ADVANCES AND IMPREST ACCOUNTS

2.8. Government Officers who have to make payment for contingent expenditure or for refunds of revenues in cases where moneys on account of revenue were received and credited to Government account by them should, at the request of the refundee(s), make payment of such claims as are upto Rs. 10,000/- from out of the permanent advances or imprests which they may be permitted to hold under the order of competent authority subject to recoupment on presentation of contingent bill. The grant of permanent advances or imprest is subject to the following rules:—

- (1) The amount of advances will be fixed by the Administrative Departments up to the amount advised by the Accountant-General.

- (2) Heads of Departments, Commissioners of Divisions and Deputy Commissioners may, unless a competent authority otherwise directs, sanction the grant of permanent advances for offices subordinate to them, up to the amount advised as appropriate by the Accountant-General. The permanent advances for the offices of the Heads of Departments, Commissioners of Divisions and Deputy Commissioners, must, however, be sanctioned by the next superior administrative authority or other competent authority.
- (3) Applications for the grant or revision of a permanent advance must be submitted to the sanctioning authority through Accountant-General who will advise as to the appropriate amount of the advance. In cases falling under sub-clauses (1) and (2) above, if there is any difference of opinion between the Accountant-General and the sanctioning authority on this point, the matter should be referred for the order of the competent authority.

Note.—The applications for permanent advances should be accompanied by a statement showing month by month for the preceding 12 months, the amounts of contingent bills cashed, with classified details of items of expenditure.

- (4) As these advances involve the permanent retention of money outside the treasury, they must not be larger than is absolutely essential.
- (5) These advances should not be multiplied unnecessarily. A Government employee's advance should meet the needs of every branch of his office. If he has subordinates who require petty sums, he should rather spare a small portion of his own advance for their use then apply for separate advances for them, taking acknowledgements from them in the same way as he himself furnishes to the Accountant-General and retaining them in his office.
- (6) The advance is intended to provide, on the responsibility of the Government employee entrusted with it, for emergent petty advances of all kinds, though it is seldom that they will be needed for other than contingent charges, thus, if a Group „D“ Government employee is required to travel by rail, his fare must, sometimes, necessarily be advanced from this amount.

Note. 1.—See also note 9 below clause (a) of rule 10.25.

Note. 2.—Advances may be made of the actual railway fare or road mileage out of permanent advance to all Group „C“ or Group „D“ Government employees of the Police Department, but such advances and their repayment need not appear in Government accounts. Travelling allowance bills may be made out, once for all, for the full claims admissible as soon as the journeys are completed and any advances made out of the permanent advance may be recovered out of the amounts drawn from the treasury of such travelling allowance bills.

Note. 3.—see also note 2 below Rule 2.3.

(7) In the case of transfer of charges and yearly on the fifteenth day of April, each officer in whose favour a permanent advance is sanctioned shall send an acknowledgement of the amount due from and accountable for by himself as on the thirty-first day of March preceding, to the Head of Department or the Controlling Officer, as the case may be, and the said authority shall maintain suitable record to watch receipt of such acknowledgements.

2.9. The holder of a permanent advance, or and imprest, is responsible for the safe custody of the money placed in his hands, and he must at all times be ready to account for the total amount of the money in vouchers or in cash.

Note.—Neither the permanent imprest which is intended for meeting urgent expenditure before funds can be drawn from the treasury against regular bills nor other Government money awaiting disbursement are available for temporary accommodation of any officer for private purposes. It is, therefore, imperative that Government money should not be mixed up in any way, with moneys which do not belong to Government.

III. PAYMENTS

(a) GENERAL PRINCIPLES AND RESTRICTIONS RELATING TO EXPENDITURE

2.10. (a) Every Government employee incurring or sanctioning expenditure from the revenues of the State should be guided by high standards of financial propriety. Each Head of Department is responsible for enforcing financial order of strict economy at every step. He is responsible for the observance of all financial rules and regulations both by his own office and by subordinate disbursing offices. Among the principles on which emphasis is generally laid are the following:—

- (1) Every Government employee is expected to exercise the same vigilance in respect of expenditure incurred from public money as a person of ordinary prudence would exercise in respect of the expenditure of his own money.
- (2) The expenditure should not be *prima-facie* more than the occasion demands.
- (3) Money borrowed on the security of allocated revenues should be expended on those objects only for which money is borrowed.
- (4) No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.
- (5) Government revenues should not be utilised for the benefit of a particular person or section of the community unless:—
 - (i) the amount of expenditure involved is insignificant, or
 - (ii) a claim for the amount could be enforced in a court of law.

(iii) the expenditure is in pursuance of a recognised policy or custom.

- (6) No authority should sanction any expenditure which is likely to involve, at a later date, expenditure beyond its own powers of sanction.
- (7) The amount of allowances, such as travelling allowance, granted to meet expenditure of a particular type, should be so regulated that the allowances are not on the whole the sources of profit to the recipients.
- (b) In addition to compliance with the canons of financial propriety enunciated above, the authorities incurring expenditure should further see,—
- (1) that special or general sanction of the competent authority for the expenditure exists [vide rule 17.2(1) and 17.6(b)];
- (2) that necessary funds to cover the charge exist, that expenditure does not exceed these funds, that the authority incurring the expenditure will be responsible for any excess over the sanctioned funds and that expenditure in anticipation of funds is incurred only in authorised cases [vide rule 17.2(2), 17.6(a) and 17.13 to 17.15];
- (3) that all charges incurred are drawn and paid at once and are not held up for want of funds and allowed to stand over to be paid from the grant of another year; that money indisputably payable should not, as far as possible, be left unpaid; and that all inevitable payments are ascertained and liquidated at the earliest possible date;
- (4) that money actually paid is under no circumstances kept out of account a day longer than is absolutely necessary;
- (5) that no money is withdrawn from the treasury unless it is required for immediate disbursement or has already been paid out of the permanent advance and that it is not permissible to draw advances from the treasury for the execution of works the completion of which is likely to take a considerable time.

(b) DRAWAL OF MONEY FROM THE TREASURY

(i) Bills.

2.11. Omitted.

Cheques.

2.12. All payments, which Government employees authorised to draw cheques, have to make, should, as far as possible, be made by Cheques, but *see* also rule 2.15.

2.13. Omitted.

2.14. As a rule, no cheque should be drawn until it is intended to be paid away, and cheques drawn in favour of contractors and others should be made over to them by the disbursing officer; but the disbursing officer may be assisted in making disbursements by a cashier appointed for the purpose. The occasional delivery of cheques through a subordinate may be permitted at the discretion and on the responsibility of the disbursing officer. In such cases, the subordinate should make no entry in any accounts which he keeps, as a payment made by cheque should appear in the cash account of the disbursing officer who draws the cheque, and the subordinate's record will be in his correspondence.

Note. 1.—It is a serious irregularity to draw cheques and deposit them in the cash chest at the close of the year for the purpose of showing the full amount of the grant as utilised.

Note. 2.—Whenever a cheque is drawn, and entered in the cash book, but not paid out on the day on which it is drawn, a note must be made in the cash book against that entry explaining why it has not been possible to deliver the cheque to the payee.

Note. 3.—For payment to contractors through their bankers, see note 2 to Subsidiary Treasury Rule 4.3.

Note. 4.—Cheques issued against Letters of Credits Assignments may be encashed at the Bank direct, i.e., without the intervention of the Treasury Officer if approved by the Department of Finance.

2.15. As a general rule, cheques shall not be issued for sums less than Rs. 100/- unless it is permissible under the provisions of any law or a rule having the force of Law for the disbursement of these and other charges which naturally are paid in cash, e.g. the wages of labourers and of establishment charged directly to works, and value-payable postage, etc., it is permissible to draw money from time to time from the treasury by cheques to replenish the cash chest. Whether there be a guard or not, disbursing officers must draw cheques for the minimum of cash actually required to meet current disbursements, and if it is found at any time that the balance in hand is larger than is required to meet the anticipated expenditure of the next month, or of the next fifteen days, if the treasury is not situated at an inconvenient distance, the surplus should be returned into the nearest treasury.

Provided that in cases where payment by cheques has been introduced by the State Government in the treasuries or sub-treasuries, all payments of Rs. 100/- or less will be made in cash out of the imprest and payments exceeding Rs. 100/- shall be made by cheque(s).

2.16. Cheques remain current for three months only after the month of issue. Thus a cheque bearing date and time in January is payable at any time up to 30th April. If the currency of a cheque should expire owing to its not being presented at the treasury for payment within the period specified above, it may be received back by the drawer who should destroy it and issue a new cheque in lieu of it. The fact of the destruction and the number and date of the new cheque should be recorded on the counterfoil of the old cheque, and the number and date of the old cheque that is destroyed should be entered on the counterfoil of the new one. The fact of the new cheque having been issued should be entered on the date of issue in red ink in the cash book but not in the column for payment, a note being made at the same time against the original entry in the cash book. See also Article 264 of Account Code, Volume III, in respect of cheques of the Department of Forest.

2.17. When it is necessary to cancel a cheque, the cancellation should be recorded on the counterfoil, and the cheque, if in the drawer's possession, should be destroyed. If the cheque is not in the drawer's possession he must promptly request the Treasury Officer to stop payment of the cheque (See rule 2.18) and, on ascertaining that payment has been stopped, shall write back the entry in his cash book by exhibiting the amount of the cheque as a minus figure on the payment side in the "Bank or Treasury" column. A counter reference should be given in the cash book, against the original, to the second entry of the cheque. A cheque remaining unpaid for any cause for twelve months from the date of its issue should be cancelled and its amount written back in a similar manner. See also Article 262 of Account Code, Volume III, in respect of cheques of the Department of Forest.

2.18. (i) If a Drawing Officer be informed that a cheque drawn by him has been lost, he shall address the Treasury Officer drawn on, forwarding for signature a certificate in the following form:—

Certified that cheque No. dated.....for
Rs..... reported by (the Drawing Officer) to have been drawn by him on this
treasury in favour of has not been paid, and will not be paid if
presented hereafter.

The Treasury,

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Treasury Officer.

(ii) If, after search through the lists of cheques paid, the Treasury Officer finds that the cheque has not been cashed, he will sign and return the certificate taking care to note the stoppage of the cheque.

(iii) The Drawing Officer on receipt of the certificate duly signed by the Treasury Officer shall enter in his account the original cheque as cancelled, and may issue another.

In respect of cheques of the Department of Forest see also Article 263 of Account Code, Volume III.

2.19. If a cheque is issued by Government in payment of any sum due by Government and that cheque is honoured on presentation to Government's bankers, payment shall be deemed to be made:—

- (a) if the cheque is handed over to the payee or his authorised messenger, on the date it is so handed over, or
- (b) if it is posted to the payee in pursuance of a request for payment by post, on the date on which the cover containing it is put into the post.

The rule applies *mutatis mutandis* to a cheque in payment of Government dues or in settlement of other transactions received and accepted in accordance with the provisions of Subsidiary Treasury Rule 2.5.

Note 1.— The provisions of clause (b) above apply *mutatis mutandis* to payment by Government by postal money order or by any other recognised mode of remitting money by post.

Note 2.— Cheques marked as not payable before a particular date should not be charged to the accounts until the date on which they become payable.

VOUCHERS FOR DEPARTMENTAL PAYMENTS.

2.20 As a general rule, every payment, including re-payment of money previously lodged with Government, for whatever purpose, must be supported by a voucher setting forth full and clear particulars of the claim and all information necessary for its proper classification in the accounts. As far as possible, the particular form of voucher applicable to the case should be used. Suppliers of store and other should be encouraged to submit their bills and claims in proper departmental forms, but bills not prepared in such forms should not be rejected if they set forth the necessary details of the claims. In such cases, the additional particulars required should be added by the disbursing officer.

Note.— See also sub-rule (2) to Subsidiary Treasury Rule 6.2.

2.21. Omitted.

2.22. (1) to (3). Omitted

- (4) Whenever one cheque is written in favour of a person in payment of two or more of his bills, a separate stamped acknowledgement for each bill need not be taken.

(5) Omitted.

(6) Omitted.

2.23. Omitted.

2.24. Omitted.

ARREAR CLAIMS

2.25 (a) The claim against the Government not preferred within a period of one year from the date of its becoming due shall be presented only with an authority of the Head of Department when the claim is a charge upon the establishment of a subordinate office under him and that of the Department of the Government when it is a charge upon the establishment of a Head of Department under that Department:

Provided that the aforesaid provisions shall not apply to:—

- (i) The payments of claims pertaining to pensions;
- (ii) The payments made by Forest Disbursing Officers which are governed under special rules; and
- (iii) Any petty claim up to the monetary limit of five hundred rupees which are over one year old but not more than three years old.

Note.—The claims of Government against Railways for overcharges and claims of Railways against Government departments for undercharges will be recognised and admitted, if the claims are preferred within six months:—

- (i) in the case of cash payments, from the date of payment ;
- (ii) in the case of warrants or credit notes, from the date of presentation of bill by the Railway Administration ; and
- (iii) in the case of goods or animals booked for carriage by railways as laid down in section 78-B of the Indian Railways Act, 1980.

Explanation.—The terms „overcharges" and „under-charges" used in the above note mean overcharges and undercharges of Railway freight and fares only and they refer to shortages and excesses in the items included in bill which has already been rendered. However, the omission of an item in a bill is not an undercharge nor is the erroneous inclusion of an item an over-charge.

(b) The claims of all Government employees to arrears of pay or allowances including the claims relating to:—

- (i) travelling allowance;
- (ii) increments;
- (iii) under payments; and

(iv) fees or allowances of Public Prosecutors;

which have been allowed to remain in abeyance for a period exceeding one year, but not exceeding three years and shall be sanctioned after detailed scrutiny by the Head of Department when the claims relates to a Government employee standing on the establishment of a subordinate office under him and by a Department of the Government when the claim relates to a Government employee standing on the establishment of a Head of Department under that Department.

(c) All claims under clauses (a) and (b) which are more than three years old shall be referred to the Administrative Department for investigation.

(d) In the case of claims which are more than one month old, the preferring officer shall state in the bill the reasons for the delay.

(e) Notwithstanding anything contained in clause (b) the right of a Government employee to travelling allowance including daily allowance, is forfeited or deemed to have been relinquished if the claim for it is not preferred within one year from the date on which it becomes due.

(f) All claims against Government which are barred by time under the provisions of section 3 read with the Schedule to the Limitation Act, 1963 (Central Act No. 36 of 1963) should ordinarily be refused. The time barred claims can, however, be admitted with the prior approval of the competent authority.

(g) The reasons for not submitting the claim, when it become due should be intimated to the authority competent to authorise the investigation of belated claims.

Explanation: (1) The mere entering a claim for leave salary in an establishment bill and with holding it for subsequent payment is not claiming it within the meaning of rule 2.25 (a).

(2) The one year's limit referred to in clauses (a) and (e) of this rule should be reckoned in the case of travelling allowance bills from the date of return to headquarters or from the first of the following month if the tour continues over that date; in the case of officiating pay from the date of receipt of the order sanctioning the promotion of the officiating pay is due for a past completed month or months, otherwise from the following payday, in the case of leave salary from the date of the order granting the leave and in other cases from the date on which a claim became due to the date of its presentation on at the treasury. In any case, however, in which an allowance has been claimed but in consequences of some objection taken, payment has been delayed, the Treasury Officer will not refuse to pay such bill if, when the objection is satisfied claim happens to have become more than one year old.

(3) The time limits prescribed in clauses (a) and (b) should be calculated from the date on which the charge becomes payable. In the case of sanction accorded with retrospective effect, the charge does not become payable before it is sanctioned. The time limit should, therefore, be calculated from the date of sanction and not from date from which the sanction takes effect.

(h) Omitted.

Explanations—Omitted.**2.26. Omitted.**

2.27. No payments may be made on account of increases to pay until the additional expenditure thereby caused has been provided for in the budget estimates and duly sanctioned.

Note.— Periodical increments of pay are not increases of pay within the meaning of this rule.

2.28. Omitted.

Note.— For endorsing Cheques and bills, the relevant provisions of the Punjab Treasury Rules are to be observed.

2.28-A. All cheques, bills, etc., preferable at a treasury for payment being non-negotiable instruments, can be endorsed only once in favour of the specific person/specific party to whom the money is to be paid:

Provided that:—

(1) When the endorsement is made on a cheque or a bill in favour of a banker, a second endorsement can be made by the banker in favour of a messenger or an agent for collection only.

(2) In the case of a contingent bill which has been endorsed in favour of a private individual/firm of suppliers, etc. under sub-rule (1) of Rule 4.50 of Subsidiary Treasury Rules the firm etc., can re-endorse to its bankers or to a messenger for collection only, and the banker can in turn endorse it to a messenger or an agent for collection only. Thus, in all, three endorsements are permissible in such cases provided that of three one is to be payee's banker and one is to a messenger or agent for collection only, and

(3) An agent may, notwithstanding anything, contained in clauses (1) and (2) for the purpose of collecting the cheque or bill, endorse it in favour of his messenger.

Explanation:— In this rule a „banker“ includes a Post Office Savings Bank and an „agent“ means any Bank, including Post Office Saving Bank acting as a collecting agency for and on behalf of the payees' bankers.

Note.— Cheques drawn directly on the Bank without the intervention of the Treasury Officer are negotiable instruments are not subject to the provisions of this rule.

(c) CHECKING OF CHARGES AND AUDIT OBJECTIONS

2.29. Every charge comes up for audit or disposal by the Accountant-General, who, if the charge is irregular or is in excess, proceeds to remove the irregularity or recover the excess through the Treasury Officer, usually, however, issuing a warning slip to the Government employee concerned; and, if anything more is due (unless the amount be insignificant) informs the Government employee accordingly, leaving him to prefer the additional claim or not as he thinks proper.

2.30. Every Government employee must attend promptly to all objections and orders communicated to him by the Accountant-General, either direct or through the Treasury Office by letters, audit memoranda, objection statements, etc. and return the audit memoranda or reply to objection within a fortnight, or send a letter explaining the causes of delay.

Note 1.—The fact that some of the objections are still under reference is no reason for keeping back the statement. Such cases can be extracted for subsequent explanation.

Note 2.— See also rule 6.1 of Subsidiary Treasury Rules

(d) DEMAND FOR INFORMATION BY AUDIT/ ACCOUNTS OFFICER

2.30-A. A subordinate authority shall afford all reasonable facilities to the Audit Officer or the Accounts Officer, for the discharge of his functions and furnish fullest possible information required by him for the preparation of any official accounts or report and shall not withhold any information, books or other documents required by such officer.

RESPONSIBILITY FOR OVERCHARGES

2.31 (a) A drawer of bill for pay, allowances, contingent and other expenses will be held responsible for any overcharges, frauds and misappropriations. He should, therefore, make himself thoroughly acquainted with the meaning of the various financial checks which he is expected to exercise so that he can be in a position to detect immediately any attempt at defalcation and should pay special care to those points in financial procession at which leakage is likely to occur such as the stage at which money has been drawn from the Treasury and is lying undischarged with a subordinate officials. To minimise the length of time during which the leakage occurs, and the amount of money lying undischarged should be one of his first cares. [See also Subsidiary Treasury rule 6.2]

With a view to enable the head of office to see that all amounts drawn from the treasury have been entered in the Cash Book he should obtain from the Treasury Officer by the 15th of every month a list of all bills drawn by him during the previous month and trace all the amount in the cash book.

(b) The responsibility of countersigning officers will be that which attaches to all controlling officers and which brings them under liability to make good any loss arising from their culpable negligence also. [See rule 8.26 also.]

Controlling Officers for their part should regard it as an important part of their duties to inspect the offices of their subordinates and to see to what extent the financial control is a real thing. In particular, where periodical inspections are required by the rule they should be invariably made. Before countersigning bills for expenditure submitted by subordinate officers, they should see whether the expenditure was really necessary the rates charged are not extravagant, and the payments have been properly vouched for and are covered by budget appropriation.

(c) Omitted.

(d) The responsibility for an overcharge shall rest primarily with the drawer of the bill, and it is only in the event of culpable negligence on the part of controlling officer or of the Treasury Officer, that the question of recovery from either of them may be considered.

IV. CONTROL OVER ACCOUNTS

2.32 (a) It is not sufficient that a Government employee's accounts should be correct to his own satisfaction. He has to satisfy not only himself, but also the Accountant- General, that a claim which has been accepted is valid, that a voucher is a complete proof of the payment which it supports, and that an account is correct in all respects. (See also rules 6.2 and 6.3 of Punjab Subsidiary Treasury Rules). It is necessary that all accounts should be so kept and the details so fully recorded, as to afford the requisite means satisfying any enquiry that may be made into the particulars of any case, even though such enquiry may be as to the economy or the bonafides of the transactions. It is further essential that the records of payment, measurement and transactions in general must be so clear, explicit and self-contained as to be producible as satisfactory and convincing evidence of facts, if required in a Court of Law.

(b) The responsibilities of disbursing officers, controlling officers and heads of departments in regard to the control over expenditure incurred against the grants allotted to them are laid down in paragraph 12.3 et seq of the Punjab Budget Manual and in Appendices D, E and F *ibid* (For Public Works Department, see also paragraphs 1.47 and 1.52 of the Public Works Department Code.)

INTERNAL CHECK AGAINST IRREGULARITIES, WASTE AND FRAUD

2.32-A. In the discharge of his ultimate responsibilities for the administration of an appropriation or part of an appropriation placed at his disposal, every Controlling Officer must satisfy himself not only that adequate provisions exist within the departmental organisation for system at internal checks calculated to prevent and detect errors and irregularities in the financial proceedings of his subordinate officers and to guard against waste and loss of public money and stores, but also that the prescribed checks are effectively applied.

V. DEFALCATIONS AND LOSSES AND REMISSIONS OF AND ABANDONMENT OF CLAIMS TO REVENUE

(i) RESPONSIBILITY FOR LOSSES SUSTAINED THROUGH FRAUD OR NEGLIGENCE OF INDIVIDUALS

2.33. Every Government employee should realise fully and clearly that he will be held personally responsible for any loss sustained by Government through fraud or negligence on his part and that he will also be held personally responsible for any loss arising from fraud or negligence on the part of any other Government employee to the extent to which it may be shown that he contributed to the loss by his own action or negligence. [See rule 2.10(a)(1)]. A memorandum regarding (1) general principles to regulate the enforcement of responsibility for losses sustained by Government through fraud or negligence of individuals, (2) the procedure to be followed in prosecutions in respect of the embezzlement of Government money, and (3) the procedure to be observed for conducting departmental enquiry, is given in Appendix 1 to these rules.

(ii) LOSS OR DESTRUCTION OF GOVERNMENT PROPERTY- REPORT TO POLICE THEREOF.

2.33-A.—All material losses or destruction of Government property of the assessed value of more than two hundred rupees and any and every loss or destruction relating to official record, arms and ammunition caused as a result of fire, theft and suspected sabotage shall invariably be reported to the Police for investigation.

(iii) REPORT TO ACCOUNTANT GENERAL AND DEPARTMENTAL SUPERIOR AUTHORITY

2.34 The instructions for reporting to the Accountant General, defalcations and losses and remission of and abandonment of claims to revenue (vide rule 4.6) are contained in Annexure B to this chapter. The directions issued by the Comptroller and Auditor-General

regulating the exhibition of losses in Government accounts are given in Chapter 6 of Account Code, Volume I.

2.35. (1) The preliminary report prescribed by the rules in annexure B to this Chapter notifying the occurrence of a defalcation or loss of public money in a treasury should be submitted by the Deputy Commissioner concerned to:

- (i) the Accountant-General direct;
- (ii) the Government, unless the case is un-important; and
- (iii) the Head of the Department through the controlling officer.

With regard to the final complete report which is also required by the orders, the Deputy Commissioner should submit his report to the controlling officer who will forward it to the Accountant-General, for submission to Government through the Head of the Department.

(2) Losses occurring in offices, as soon as they occur or come to notice should be at once reported, through the immediate departmental superior of the Government employee reporting the loss, to the Head of the Department concerned, with statement of the steps taken in the matter. When the matter has been fully enquired a further and complete report should be submitted of the nature and extent of the loss, showing the errors or neglect of rules by which such loss was rendered possible and the prospects of effecting a recovery. The report on a loss occurring in the office of a Head of a Department may be submitted direct to Government. It is always open to a Head of a Department to obtain the advice or opinion of the Accountant-General on any loss occurring in his own office or in any office under his control if it is likely to be of use in preventing their occurrence in future.

(3) Omitted.

(4) In regard to any loss of money belonging to a municipality, small town committee or notified area, it should be reported by the President or the Executive Officer, where such an officer has been appointed, direct to the Deputy Commissioner and to the Examiner, Local Fund Accounts. Intimation may also be sent at the discretion of the Deputy Commissioner to the Commissioner of the Division who shall, if he deems it necessary, submit a complete report to the Government showing the total sum of money misappropriated, the method in which the embezzlement was effected and the steps taken to recover the money and punish the offenders.

Losses occurring in the Funds of Zila Parishad should be reported by the Chairman to the Examiner, Local Fund Accounts, and also through the Deputy Commissioner to the Commissioner.

VI. INTER-GOVERNMENT AND INTER-DEPARTMENTAL TRANSACTIONS**(i) INTER GOVERNMENT TRANSACTIONS**

2.36. (1) Subject to the relevant provisions of the Constitution and of the order issued there under by the President of India, adjustments in respect of financial transactions with the Union, or other State Government will unless otherwise provided for, be made in such manner and to such extent as may be mutually agreed upon between the Punjab Government and the Union Government or the State Government concerned.

(2) (a) (i) The Central Government (which includes Union Territories) and the State Government have agreed under reciprocal arrangements not to prefer petty and isolated claims for an amount not exceeding two thousand five hundred rupees in each case against one another:

Provided that irrespective of the amount involved, monetary settlement shall always be made in the claims relating to commercial departments or undertakings of Government, which are required to work to a financial result, for services rendered or supplies made to or by them.

(ii) The significant criterion in determining whether a particular claim is covered by the reciprocal arrangement mentioned above or not shall be that the claim should be both petty and of an occasional character and should cover services rendered and not supplies made unless the latter forms part of service. The term "services-rendered" shall mean an individual act of service, like providing police escort to high dignitary and shall not apply to supply of stores and contributions for officers on deputation etc. Claims relating to commercial undertaking under the Government of India or the State Government such as those of Railways, the Post and Telegraph Department, the electrical undertakings etc. shall fall outside the purview of the proposed reciprocal arrangements and shall continue to be settled as theretofore.

(iii) If a doubt arises as to whether a particular claim would fall within or outside the purview of the proposed arrangement, it would be got clarified by mutual consultation.

(b) for transactions above the limit of two thousand five hundred rupees and where the supplies and services are to be paid for irrespective of any monetary limit, the Government to which the supplies are made or services are rendered shall make the settlement through cheques or bank drafts.

(c) the monetary settlements between the State Governments, and between the State Government and the Central Government and between the State Government and the Union Territory Administration shall be made by adopting the following procedure

- (i) the concerned officer of the State Government to whom supplies are made or services are rendered would present a bill at the treasury for the cost of services or supplies alongwith the accepted invoice and a requisition for a bank draft in favour of the concerned officer of the Government which has made supplies or has rendered services, and would remit the bank draft so obtained to the latter who will present it at the treasury for encashment or credit to the proper head of account.
- (ii) the concerned Department of the Central Government or the Union Territory Administration which has received the supplies or to which the services have been rendered would present a bill alongwith the accepted invoice to the concerned Accounts Officer and the latter would make payment by cheque or bank draft drawn in favour of the officer concerned of the State Government making the supplies or rendering the services, in settlement of its claim.

Exception.—This sub-rule will not apply to payments made to suppliers for the Supplies arranged by the Department of Supplies in the Ministry of Supply and Rehabilitation or purchase made by a State Government through the Directorate General Supplies and Disposals in regard to which separate procedure prescribed by the Government of India will continue to be adopted.

Note.—Incidence of charges, viz. leave salary, pension, etc., arising out of inter-governmental deputation of individual Government employees would continue to be regulated by the rules laid down in Appendix 5 to the Government Accounting Rules, 1990 as reproduced in Appendix-3 of the Punjab Financial Rules, Volume II.

(ii) ADJUSTMENTS WITH FOREIGN GOVERNMENTS, OUTSIDE BODIES, ETC.

2.37. Payment must be required in all cases in respect of services rendered to any Foreign Government, or non-Government body or institution, or to a separate fund constituted as such either inside or outside the Public Account, unless Government by general or special order, gives directions to the contrary. Relief in respect of payment for services rendered or supplies made to any outside body or fund, should ordinarily be given through a grant-in-aid rather than by remission of dues.

(iii) INTER-DEPARTMENTAL ADJUSTMENT

2.38. (1) The conditions under which a department of Government may make charge for services rendered or articles supplied by it and the procedure to be observed for the settlement of such charges are regulated by the directions referred to in Appendix 3 of the Punjab Financial Rules, Volume II.

(2) Except in regard to transactions affecting the accounts of commercial departments and undertakings or allocation to capital heads, adjustments between different departments of Government should be restricted to the narrowest limits. Such adjustments, when they are essential should, as far as possible, be based on lump sum figures fixed for a period of three years with reference to some suitable formula easy of application and maintained for a series of years. Elaborate or meticulous calculations should also be avoided as a general rule.

Note 1.—Under the directions contained in Account Code, Volume IV, inter-departmental and other adjustments are not to be made in the accounts of the past year if those could not have been reasonably anticipated in time before funds being obtained from the proper authority. In all cases, where an adjustment could have been reasonably anticipated, as for example recurring payments to another Government or department and payments which, though not fixed amount are of fixed character, etc. the Accountant General will automatically make the adjustments in the accounts before they are closed. The onus of proving that the adjustment could not have been reasonably anticipated, should lie with the controlling officer.

Note 2.—The provisions of rule 2.36 apply mutatis mutandis to transactions between commercial and non-commercial departments as they apply to transactions between Union and State Governments.

Note 3.—For other transactions of the Government involving fractions of a rupee, the provisions of rule 4.10 S.T.R. will be observed.

VII. MISCELLANEOUS RULES AND ORDERS

(i) ERASURES, OVERWRITINGS AND CORRECTIONS

2.39. The instructions given in the Punjab Subsidiary Treasury Rule 4.11 regarding erasures and overwriting in vouchers apply mutatis mutandis to erasures and overwriting in accounts, registers, cashbooks, schedules, etc.

Note.—The detailed procedure to be followed in the correction of errors in accounts of the Public Works and Forest Departments is laid down in Account Code, Volume III.

(ii) ISSUE OF DUPLICATES OR COPIES OF DOCUMENTS

2.40. The provisions of sub-rule 6 below Subsidiary Treasury Rule 2.8 apply mutatis mutandis in respect of the issue of duplicates or copies of receipts granted for money received or duplicate or copies of bills and other documents for the money paid by Government employees in general.

In the case of a bill passed by the Drawing Officer/Controlling Officer for presentation at a treasury but lost either before payment or before presentation at the treasury, the Government Officer who drew the original bill shall ascertain from the treasury that payment has not been made on it before he issues a duplicate thereof.

(iii) SIGNING OF SANCTIONS ETC.

2.41. All letters or orders, sanctioning expenditure, appointments, etc., must be signed by the sanctioning authority personally or by a Group „A” or Group „B” Government employee authorised to sign for him. Similarly „copies” of sanctions signed by a Group „C” Government employee are not sufficient for audit purposes and will be returned for authentication by a Group „A” or Group „B” Government employee.

(iv) PROHIBITION REGARDING SENDING OF COMMUNICATIONS AT PUBLIC EXPENSE

2.42. (a) All references by Government employees on personal matters, such as leave, leave salary, pay, increments, funds, subscriptions, house-rent, posting etc., must be submitted in covers stamped with ordinary postage and not with service postage stamps. This rule applies only to the letters of Government employees regarding their own personal matters. When, however, references are forwarded officially by a superior officer, the letter should be treated like any other official communication.

(b) All communications regarding personal matters referred to in clause (a) above or other analogous matters must be paid for by the persons sending them.

(c) This rule applies also to the use of telephone for trunk calls.

(d) When it comes to the notice of audit that a letter or trunk-call has been made at Government expense instead of at the expense of the officer concerned recovery should be made from the next pay bill of the officer who should be informed of the reasons for the recovery. If the officer wishes to object to the recovery, he must take up the matter with the Accountant-General through his controlling officer, who may, if he desires, obtain the orders of Government through the Head of the Department.

(v) CALL OF VOUCHERS FROM AUDIT OFFICE

2.43. Vouchers once received in the Accounts Office will not be returned except for very cogent reasons. Accordingly, when application is made for the return of any vouchers, the reasons for the request should invariably be stated.

(vi) GENERAL RULES AND PRINCIPLES RELATING TO CONTRACTS

2.44. (a) General rules and principles for the guidance of authorities who have to enter into contracts or agreements involving expenditure from State revenues have been given in Appendix 4.

(b) The authorities who are empowered to execute deeds, contracts and other instruments on behalf of the Governor of Punjab are contained in the list issued by the Home Department in their Notification No. SO. 157/Const/Art. 299/65, dated 7th July, 1965, as amended from time to time.

Note.—No contract or agreement to execute a contract shall be executed or entered into and no tenders for a contract shall be accepted without previous consultation of the Department of Finance if expenditure of money or abandonment of revenue is involved thereby for which previous consultation of the Department of Finance is required.

**(vii) GRANTS OF LAND ASSIGNMENTS OF REVENUE
AND OTHER CONCESSIONS, ETC.**

2.45. No grant of land or assignment or revenue, or concessions, grant, lease or licence of mineral or forest rights or right to water powers, or any easement, or privilege in respect of such concessions may be authorised or relinquishment of revenue allowed except with the sanction of the competent authority.

Supplementary instructions in regard to agreements relating to these matters are contained in Appendix 4.

**(viii) RECOVERY OF MONEY DUE TO GOVERNMENT FROM
THE AMOUNT STANDING TO CREDIT IN A PROVIDENT
FUND ACCOUNT OF A GOVERNMENT EMPLOYEE**

2.46. The amounts at credit of subscribers, compulsory or optional, to a Provident Fund, are under section 2(a) of the Provident Fund Act, 1925 compulsory deposits and are therefore, protected from attachment by a court of law under section 3 *ibid*. Claims by Government are not, therefore, compulsorily and without the subscriber's consent recoverable from the balance at his credit.

(ix) CLAIMS AGAINST THE RAILWAY FOR GOODS LOST IN TRANSIT

2.47. The following instructions apply in respect to claims against the Railway for goods lost in transit:—

(1) Such cases are governed by section 91 of the Contract Act. When the buyer orders goods from the seller, delivery to the Railway by the seller has the same effect as delivery to the buyer, provided that the delivery has been made in the manner laid down by the Railway Rules and the consignor is absolved from liability as soon as he has made delivery in such a way that the Railway is responsible to the consignee. On the other hand, disregard of Railway rules such as those dealing with declaring the nature of the goods will

clear the Railway of all liability and in such a case, delivery to the Railways does not amount to delivery to the consignee. It follows that if the delivery is made in such a way that the Railway is responsible to the consignee, it is for the consignee to see the Railway in case of loss. If this has not been done then the consignor must sue. In the former case the consignee is liable for the price of the goods, in the latter case, he is not.

(2) It is open to a buyer to contract with the seller that the price of the goods is not payable until the goods has been received and examined, and the stipulation to this effect should normally be made in all cases where Government is the consignee. Payments prior to verification of quantity and quality of materials should be resorted to in very exceptional cases only, and then only with an agreement beforehand to ensure Government against all losses in event of the goods received being short and defective. Such payments are to be classed as advances. Such contracts between buyer and seller do not, however, affect the Railway or the question who is the proper person to sue Railway in case of loss.

(3) It is immaterial as regards the question who is to sue Railway in case of loss in transit, whether the goods are consigned at owner's risk or railway risk. In either case, the consignee has to sue, but if he has instructed the consignor to book at Railway risk and the latter has booked at owner's risk then the consignee will have a further remedy, i.e., one against the consignee as well as one against the Railway; he can sue the consignor for the amount which the Railway has succeeded in escaping from the necessity of paying in virtue of the owner's risk contract.

(4) It follows from the above principles that when the Government is the consignor great care should be exercised to ensure compliance with—

- (a) Railway requirements; and
- (b) requirements of the consignee as to class of risk note.

(x) DESTRUCTION OF ACCOUNTS RECORDS

2.48. The rules regarding the destruction of records appertaining to the accounts audited by Indian Audit Department are contained in Appendix 5 to these rules. The period will reckon from the termination of the complete years to which the records pertain.

Note.—For instructions regarding the destruction of records in the department of Public Works see paragraph 1.159 of the Public Works Department Code.

2.49. Cancelled.

(xi) SYSTEM OF NUMERATION

2.50. In all official documents number should invariably be marked off as follows

:-

- (1) In case of rupees-according to the Indian system of numeration, that is, after ten thousands, in lakhs, crores etc.
- (2) In other cases, according to the English system of numeration, that is, after ten thousands, in hundreds thousands, millions, etc.

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[Annexure A]

PUNJAB FINANCIAL RULES VOLUME I

[Chap. 2]

ANNEXURE A

Cancelled

ANNEXURE B
(Referred to in rule 2.34)

**(i) INSTRUCTIONS FOR REPORTING TO THE ACCOUNTANT- GENERAL
DEFALCATIONS, LOSSES, REMISSIONS AND ABANDONMENT OF
CLAIMS TO REVENUE, ETC.
LOSSES**

With the exceptions noted below, any loss of public money, departmental revenue or receipts stamps, opium, stores or other property held by or on behalf of Government caused by defalcation or otherwise, which is discovered in a treasury or other office or department, should be immediately reported by the officer concerned to his immediate official superior as well as to the Accountant-General, even when such loss has been made good by the party responsible for it. It will usually be sufficient if the officer reporting the defalcation or loss to higher authority sends to the Accountant-General either a copy of his report or such relevant extracts from it as are sufficient to explain the exact nature of the defalcation or loss and the circumstances which made it possible. Such reports must be submitted as soon as a suspicion arises that there has been a loss; they must not be delayed while detailed enquiries are made. When the matter has been fully investigated further a complete report should be submitted about the nature and extent of the loss, showing the error or neglect of the rules by which such loss was rendered possible, and the prospects of effecting a recovery. The submission of such a report does not debar the local authorities from taking any further action which may be deemed necessary.

(2) If the irregularity be detected by Audit in the first instance then Accountant General will report it immediately to the administrative authority concerned, and if he considers necessary, to Government as well.

“Para related to Bhakra Dam Project is deleted.”

Exception—Petty cases, that is, cases involving losses not exceeding ten thousand rupees each need not be reported to the Accountant General unless there are in any case important features which merit detailed investigation and considerations.

Note 1.— Losses or deficiencies concerning buildings, lands, stores and equipment should be written off any value or commercial account that may be maintained.

Note 2.— In case of a loss in which there is a possibility of the Reserve Bank being made liable to Government either in respect of operation on Government account conducted by itself or by its agents or otherwise, the Accountant-General will call for such further information as he may require on the subject. On receipt of this further information which must be obtained without delay he will at once make a report to the Department of Finance. If there is any doubt or dispute as to the facts or the liability, the Department of Finance will arrange with the authorities concerned or an officer of the Reserve Bank and of the State Bank of India if the loss is in respect of an operation under its agency and of Government to be appointed to examine the facts, while they are fresh. This examination will be directed towards reach ing an amicable settlement of the case, or if this is impossible at least towards clearing the ground as far as possible so that a stated case may

be referred to some outside arbitrator or legal authority. The investigation will be undertaken at once and independently of any departmental or police enquiry.

Note 3.— The officer receiving a report submitted to him must forward it forthwith to Government through the usual channel with such comments as may be considered necessary. He should also submit a detailed report, after completing such departmental investigations, as may be necessary or expedient on the causes or circumstances which led to the defalcation or loss, the steps taken to prevent its recurrence and disciplinary or any other action proposed as regards the persons responsible.

Accidents

Any serious loss of immovable property, such as buildings, communications, or other works, caused by fire, flood, cyclone, earthquake or any other material cause, should be reported at once by the Department Officer to the Head of the Department and by the latter to Government. When a full enquiry as to the cause and extent of the loss has been made, the detailed report should be sent by the Department Officer concerned to the Head of Department, a copy of the report or an abstract thereof being simultaneously forwarded to the Accountant-General.

Note.— All losses of immovable property such as buildings, etc. caused by fire, flood or any other material causes, exceeding fifty thousand rupees in value, should be treated as "Serious" for the purpose. While losses not exceeding fifty thousand in value should continue to be reported to the Head of the Department (and to the police etc., where necessary), they need not be reported to Government or to the Accountant-General, Punjab, whether the cost of restoration is chargeable to maintenance estimates or some other Head of Account. The term "Value" for the purpose, should be interpreted as meaning the Book Value.

Remission of and abandonment of claims to revenue

Heads of Departments should submit annually on the 1st of June to the Accountant-General, statements showing the remissions of revenue, and abandonments of claims to revenue, sanctioned during the preceding year by the competent authorities in exercise of the discretionary powers vested in them otherwise than by law or rule having the force of law. For inclusion in these statements, remissions and abandonments should be classified broadly with reference to the grounds on which they were sanctioned and a total figure should be given for each class. Individual remissions below five thousand rupees in amount and remission of land revenue should not be included in the statements. A brief explanation of the circumstances leading to the remission should be added in the case of each class. A general list of different kinds of remissions has been given in the Schedule to this annexure.

Note 1.— Where the administrative year does not coincide with the financial year, the figures of the former, if this proves more convenient the Departmental authorities, may be given in the statements.

[Chap. 2]

GENERAL PRINCIPLES AND RULES

[Annexure B]

Note 2.—Although the write off of a loan granted under the Industries Loans Act does not constitute strictly a remission of revenue or abandonment of a claim to revenue it should be included in the statement to be submitted to the Accountant-General.

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[Schedule]

PUNJAB FINANCIAL RULES VOLUME I

[Chap. 2]

SCHEDULE**(Referred to in Annexure B)**

List of remission of and abandonments of claims to, revenue to be reported to the Accountant-General

S.No.	Head of Account	Description of remission	Rule (other than that having the force of law under which given)	Authority responsible for reporting the remission to the Audit Department after it has been sanctioned by competent authority	Remarks
1.	0039-State Excise	To remit or write off irrecoverable balances of excise revenue	Rule 19.16	Excise and Taxation Commissioner	
2.	Omitted	Omitted	Omitted	Omitted	
3.	Omitted	Omitted	Omitted	Omitted	
4.	0701-Major and Medium Irrigation	Water rates-remission of money or fodder crop which is cut prior to other money crop damaged by bad-storm etc. or abnormal fall in prices of crops	Financial Commissioner's letter No. 2602/E, dated 23 rd April, 1938 and 636/E, dated 24 th February, 1938	Divisional Canal Officer, Superintending Engineer and Chief Engineer	
5.	0701-Major and Medium Irrigation	Remission on account of sudden and abnormal fall in the price of timber or unforeseen unhappenings	Sanctioned by Government (in consultation with the Department of Finance) in individual cases	Divisional Canal Officer, Superintending Engineer, and Chief Engineer	
6.	0070-Other Administrative Services-01-Administration of Justice	Remission of irrecoverable dues on account of court fee in pauper suits	Rule 19.26	Commissioners of Divisions	
7.	0070- Other Administrative Services	Remission of irrecoverable magisterial fines levied by courts	Rule I of Chapter II of the High Court Rules and Orders, Volume IV	Registrar, High Court of Judicature	
8.	0401-Crop Husbandry	To remit irrecoverable interest due on account of delayed payment of sale proceeds of seed enlisted to the Seed Depot Commission Agents for sale		Director of Agriculture	

CHAPTER III**Special Rules for the Treasuries**

Rules 3.1 to 3.68 omitted

CHAPTER IV

Revenue Receipts and their Check

I. GENERAL

4.1. It is the duty of the Revenue or the Administrative Department concerned, to see that dues of Government are correctly and promptly assessed, collected and paid into the treasury.

The departmental controlling officers should see that all sums due to Government are regularly and promptly assessed, realised and duly credited into the treasury. They should accordingly arrange to obtain from their subordinates monthly accounts and returns in suitable form claiming credit for so much paid into the treasury and otherwise accounted for and compare them with the statements of treasury credits furnished by the Accountant-General to see that the amount reported as collected has been duly credited to the Consolidated Fund.

If wrong credits thus come to the notice of the controlling officer, he should at once inform the Accountant-General with a view to the correction of the accounts. If any credits are claimed but not found in the accounts, enquiries should be made first of the responsible departmental officer concerned.

Note 1.—For this purpose, the Accountant-General will send to the departmental controlling officer an extract from his accounts showing the amounts brought to credit in them each month.

The procedure out-lined in note below rule 2.2(v) will apply *mutatis mutandis* to the statement of treasury credits furnished by the Accountant-General.

Note 2.—It is essential that the departmental accounts of revenue should not be compiled from the returns prepared by the treasury. But the Treasury Officer may be required, where necessary, to verify the returns prepared for submission to the departmental controlling authority.

Note 3.—The reconciliation of differences should be carried out as promptly as possible especially in the case of returns for March so that all corrections may be included in accounts of the year concerned.

Note 4.—In order to minimise the differences between the Treasury figures and the departmental figures, it is essential that the challans with which money is remitted to the treasury should bear full and correct accounts classification.

Note 5.—The directions relating to the exhibition of recoveries of expenditure in Government accounts are contained in Chapter 5 of Account Code, Volume I.

Note 6.—For this purpose, the Accountant-General will send to the Departmental Controlling Officer an extract from his accounts showing the amounts brought to credit in them each month. The procedure out-lined in note below rule 2.2(v) will apply *mutatis mutandis* to the statements of treasury credits furnished by the Accountant-General.

II. SPECIAL RULES FOR PARTICULAR CLASSES OF RECEIPTS

(i) LAND REVENUE FEES FOR COLLECTION OF REVENUE

4.2. Writs, warrants and other processes for the collection of revenue under Chapters VI and VII of the Punjab Land Revenue Act of 1887, shall ordinarily be served through the agency of the tehsil sewadars and the fees recovered will be credited to Government.

Note.— Deputy Commissioners should see that the Tehsil Dakhilas are entered item by item in the prescribed registers and that every item received or paid is at once entered in the cash book or in some authorised register subsidiary thereto.

(ii) FINES

4.3. (a) It is the duty of every court or authority having the power to fine to maintain a register giving particulars of every fine imposed by it and see that the money realised reaches the treasury, and adequate precautions are taken against double refunds of fines or refunds of fines not actually paid into the treasury.

(b) Each Court, Civil or Criminal is required, to submit to the District Judge or to the District Magistrate, as the case may be, on the last working day of each calendar month a statement in the prescribed form showing the demand; collection and balance of fines levied and written off by it as well as of refunds therefrom, the statement being made up for the account months of the treasury or sub-treasury with which Court deals. The District Judge and the District Magistrate should consolidate these returns into a monthly statement for the courts under him and for his own and forward it to the Treasury Officer as soon as possible after the beginning of the month for verification of the amounts shown as remitted into the treasury with the credit appearing in the treasury account. The Treasury Officer should certify to the correctness or otherwise of these amounts. Where there is any discrepancy between a consolidated statement and the treasury account the Treasury Officer may, if necessary, before giving his certificate, request the District Judge or the District Magistrate, as the case may be, to explain the discrepancy. These statements should then be forwarded to the Accountant-General, Punjab, not later than the 7th of each month in order to facilitate check in case refunds are claimed.

Note.— The statement should exhibit the amounts under each head of accounts, e.g., magisterial fines under the Prevention of Cruelty to Animals Act, etc. separately.

(c) Compensation fines due to an injured party, which are creditable to deposits, and fines, which under the order of the competent authority, are creditable to a municipal or local fund, should be excluded from this return.

(d) A consolidated statement in the same form should be furnished to the Accountant-General monthly by the Deputy Commissioner giving particulars of fines and penalties, if any, realized by Revenue Officers and remitted by them to the treasury to be credited under the appropriate heads.

(e) A fine realised in one district on account of another should not be remitted to the district concerned, but should be treated, for the purposes of the fine statement, as if it had been imposed in the court in which it is realised an advice of the recovery sent by the realizing court to the court which inflicted the fine, note of the court to which it relates being also made in the fine statement against the credit. The court which inflicted the fine should, on receiving the intimation, note in its statement the amount of the fine realised and the name of the treasury into which it was paid.

4.4. Cancelled.

(iii) MISCELLANEOUS DEMANDS

4.5. Realization of miscellaneous demands of Government not falling under the ordinary revenue administration will be watched by the Accountant-General. Such are payments on account of contributions from local funds contractors and other towards establishment charges, etc.

Note 1.—All receipts from ferries and cattle ponds which are managed by local bodies first be credited to the respective local funds under the head "Suspense" and at the end of each month when the monthly account is closed they should be credited to the State Revenues.

Note 2.—All rents from temporary cultivation of Government lands in canal colonies should be credited to "Extraordinary Receipts" unless the cost of the land has been debited to the capital account of project, in which case the rent shall be credited to the department concerned and taken to the head "Revenue Receipts" or "Receipts and Recoveries on Capital Account", as the case may be.

Classification of the proceeds of illicit cultivation

Note 3.—(a) In cases in which the trespasser pays rent after mutual compromise with the Collector, the rent paid should be credited to the head "0029—Land Revenue—800—Other Receipts—03—Rent of leased land and shops etc".

(b) In case where the offender is punished by a magistrate with a fine or with the confiscation of the crops growing on the land or if the crops have been cut with the assessed value thereof, the amount recovered should be credited to the head "0029—Land Revenue—800—Other receipts—02—Fines and Forfeitures of Revenue Department".

III. REMISSIONS OF AND ABANDONMENT OF CLAIMS TO REVENUE

4.6. The sanction of the competent authority is necessary for the remission of, and abandonment of claims to revenue.

The procedure for reporting such remissions etc., is laid down in rule 2.34 and Annexure B thereunder.

IV. AUDIT OF RECEIPTS

4.7. When the audit of the receipts of any department of Government is entrusted to the Comptroller and the Auditor-General under the provisions of paragraph 13 (2) of the Govt. of India (Audit and Accounts) Order, 1936, it will be conducted in accordance with the regulations given below. A list of accounts of receipts, the audit of which has been entrusted by the Punjab Government to the Comptroller and Auditor-General, is given in the Annexure to this Chapter.

REGULATIONS FOR THE CONDUCT OF THE AUDIT OF RECEIPTS

1. It is primarily the responsibility of the departmental authorities to see that all revenue, or other debts due to Government, which have to be brought to account are correctly and promptly, assessed, realised and credited into Consolidated Fund and any investigation by audit must be so conducted as not to interfere with this executive responsibility. Audit shall, however, have power to examine the correctness of the sums brought to account in respect of receipts of any department in such manner and to such an extent as may be determined by Government in consultation with the Accountant-General.

2. In conducting the audit of receipts of any Government department the chief aim should be to ascertain that adequate regulations and procedure have been framed to secure an effective check on the assessment, collection and proper allocation of revenue; and to see by an adequate detailed check that all such regulations and procedure are being observed. In the audit of receipts, ordinarily, the general is more important than the particular.

3. In the audit of receipts it would be necessary in the case of a department, which is a receiver of public money; to ascertain what checks are imposed against the commission of irregularities at the various stages of collection and accounting and to suggest any appropriate improvement in the procedure. Audit might, for instance, suggest in a particular case that a test inspection should be carried out by comparing a sample set of receipt counterfoils with the receipts actually in the hands of the tax-payers or other debtors, the results of such an inspection being made available to audit.

In no case, however, should independent enquiries be made among the tax-payers or the general public. Audit should confine itself to calling upon the executive to furnish necessary information and in cases of difficulty, it should confer with the administrative authorities concerned as to the best means of obtaining the evidence which it requires.

4. The audit of receipts should be regulated mainly with reference to the statutory provisions or financial rules or orders which may be applicable to the particular receipts involved. If the test check reveals any defect in such rules or orders the advisability of amendment should be brought to notice.

It is, however, rarely, if ever, the duty of audit to question an authoritative interpretation of such rules or orders, and in no case may audit review a judicial decision, or a decision given by an administrative authority in a quasi-judicial capacity. This instruction does not, however, debar the Accountant-General from bringing to notice any conclusion deducible from the examination of the results of a number of such decisions.

5. Where any financial rule or order applicable to the case prescribes the scale or periodicity of recoveries, it will be the duty of audit to see, as far as possible, that there is no deviation without proper authority from such scale or periodicity. When this check cannot be exercised centrally, a test audit may be conducted at local inspections, the aim being to secure that discharge of rule or defect of procedure are not such as to lead to leakage of revenue rather than to see that a particular debt due to Government was not realised at all or on due date.

6. Ordinarily Audit will see that no amounts due to Government are left outstanding on its books without sufficient reason. Audit will continue carefully to watch such outstanding and suggest to departmental authorities any feasible means for their recovery. Whenever any dues appear to be irrecoverable, orders for their adjustment should be sought. But unless permitted by any rule or order of a competent authority no sums may be credited to Government by debit to a suspense head, credit must follow, and not precede, actual realization.

7. The procedure prescribed by the Comptroller and Auditor-General for raising and pursuing audit objections in relation to expenditure, including powers of Audit Officers to waive recovery of Government dues under certain conditions shall apply mutatis mutandis in respect of audit objections on any account of receipts.

ANNEXURE
(Referred to in rule 4.7)

List of accounts of receipts the audit of which has been entrusted to the Comptroller and Auditor-General under paragraph 13(2) of the Government of India (Audit and Accounts) Order, 1936.

1. Government Presses.
2. Recoveries on accounts of cost of establishment (including contributions for leave and pensions) entertained on behalf of, or lent for service under outside authority.
3. Interest on loans (except Revenue Advances).
4. All contributions payable under orders of Government, by local funds or other bodies on account of Government, medical, sanitary or other institutions.
5. Receipts-in-aid of superannuation.
6. Fees for Government audit.
7. Revenue realized by officer of the P.W.D.

Note: Canal revenue realised by civil officers and paid direct into treasuries does not come under this category.
8. Rent of buildings belonging to the P.W.D. and of electrical, water-supply and sanitary installations realized by direct payment into or by deduction from bills presented at treasuries.
9. Convict and reformatory charges recovered from Part B States.
10. Recoveries on account of rent of furniture.
11. Copying agency accounts (every district).
12. The Central Museum Accounts.
13. Except fees accounts of special Kanungos.

CHAPTER V

Pay, Allowances and Pensions

General Rules

I - DUE DATE

5.1. The bills for monthly pay, fixed allowances and pension of Government employees may be signed at any time within five days immediately preceding the last working day of the month to which they relate and shall be due for payment on the 1st working day of the next month:

Provided that the pay, allowances and pension for the month of March shall be paid on the first working day of April:

Provided further that the Government may, in special cases, relax any of the provisions of this rule.

Note 1.—Where the bills for monthly pay, fixed allowances and pension are to be presented at the offices of the Treasuries, the same may notwithstanding anything contained in this rule, be signed by the Drawing and Disbursing Officer well in time to ensure that they reach the concerned office by the 20th of the month to which the bills relate.

Note 2.—In the following cases, separate bills must be presented for pay, allowances or pension due for part of a month, and these bills may be paid before the end of the month.

(a) When a Government employee proceeds out of India on deputation or on leave, or on vacation.

Note.—If a Government employee wishes to draw his vacation pay or his leave salary in India, he will not be paid upto the date of proceeding on vacation or of his relief but will be allowed to draw his pay and allowances for the broken period of the month at the commencement of the next month, alongwith the vacation pay or leave salary for the rest of the month.

(b) (1) When a Government employee is transferred to another Audit Circle, or within the same Audit Circle from one department to another; or

(i) from one department to another; or

(ii) from one Public Works Division to another.

Note.—If as permitted above emoluments upto the date of transfer are not drawn before a Government employee proceeds on transfer as also in other cases of transfer, emoluments for the whole of month will be drawn in the new office.

(2) The allocation of charge to the old and the new posts, when the transfer involves change in classification of the charge should be clearly specified on bills in which the pay of Government employee transferred is drawn for the first time in the new office. This is, however, not necessary in the case of pay and travelling allowance due to Government employee of the Forest Department on his transfer to another circle or division, which should be wholly debited against the appropriation of the new division.

(c) When a Government employee finally quits the service of Government or is transferred to Foreign Service.

(d) When a Government employee is transferred from a Group 'C' to a Group 'A' or Group 'B' appointment within the State during the course of a month, payment of his pay as Group 'C' employee may be made by the head of the office upto the date of actual relief.

(e) When there is a variation in the rate of a pension consequent on the disbursement of the commuted value of a portion thereof.

(1) If the last two days of a month other than the month of March are public holidays on which funds for disbursement of pay, allowances and pension cannot be drawn from the treasury or the bank, as the case may be, the pay, allowances and pension may be drawn on the immediately preceding working day of such last two days.

Explanation.—For the purpose of this rule working day shall be deemed to be a day on which the office in which the disbursement is to be made and the treasury, or in the case of a bank-treasury the bank are both open for transacting their respective ordinary business so that withdrawal of moneys and disbursement thereof become practicable on the same day.

(2) In cases where delay or inconvenience results from the observance of the ordinary procedure prescribed in clause (1) above, pay bills payable at a district treasury may, with the sanction of the competent authority, be signed and presented for payment any reasonable number of days before the last working day of the month to which they relate without regard to the limits prescribed in that clause. Payment of such bills will not of course, be made before the last two working days of the month.

Note.—The following Government employees have been authorised to sign and present the pay bills of their establishments at the District Treasury a week before the last working day of the month for which pay is claimed. The District Treasury Officer after passing the bill will endorse it as payable to the drawing officer concerned at the sub-treasury nearest to him and return the same by post. The drawing officer can then present the bill at the sub-treasury or payment on the last two working days of the month.

Head Masters of Government High School situated at places which are not the headquarters of treasuries. (The bills of a school situated at a place where there is no sub-treasury are paid by District Treasury by money order, - vide note 1 below rule 4.152) of Subsidiary Treasury Rules.

5.2. Omitted.

II-DEATH OF PAYEE

5.3. (a) Pay, allowances or pension can be drawn for the day of a person's death, the hour at which death takes place has no effect on the claim.

Note.— 'Day' for the purpose of this rule should mean a calendar day beginning and ending at midnight.

(b) Pay and other allowances claimed on behalf of a deceased Government employee may be paid without the production of the usual legal authority as under:—

(i) Where the gross amount of claim does not exceed rupees twenty-five thousand, the same may be paid under the orders of the Head of Office in which the Government employee was employed at the time of his death, provided the Head of Office is otherwise satisfied from the known source about the right and title of the claimant; and

(ii) Where the gross amount of claim exceeds rupees twenty-five thousand, the same may be paid under the orders of the Administrative Department of the Government or the Head of the Department, as the case may be, on execution of an Indemnity Bond in the Form given in Appendix 5-A to these rules for the gross amount due for payment, with such sureties as may be deemed necessary, if the officer, passing the order is satisfied about the right and title of the claimant and considers that undue delay and hardship would be caused by insisting on the production of letters of administration:

Provided that the authority specified in clause (i) above may subject to the conditions specified in that clause, make anticipatory payment of an amount not exceeding rupees twenty-five thousand:

Provided further that subject to the provisions of clause (a) and Note 3, the provisions of clause (b) shall apply to the payment of arrears of pension due in respect of a deceased pensioner, as they apply to the payment of arrears of pay and allowances due in respect of a deceased Government employee except that in the event of a pensioner's death after commencement of payment of pension, the powers vested in the Head of Office under the aforesaid clause (i) shall be exercised by the Collector in whose jurisdiction the Treasury from which the pension was last drawn is situated:

Provided further that in case of any doubt the payment shall be made only to the person who produces legal authority.

Note 1. Normally there should be two sureties both of known financial ability, unless the gross amount of the claim is less than Rs. 1,00,000/- in which case the authority accepting the indemnity bond, in the relevant Form of P.T.R. for and on behalf of the Governor of Punjab should decide, on the merits of each case, whether accept only one surety instead of two.

Note 2. The obligor as well as the sureties-executing the indemnity bond should have attained majority so that the bond may have legal effect or force. The bond is also required to be accepted on behalf of the Governor of Punjab by an officer duly authorised under Article 299(I) of the Constitution of India.

Note 3. Payment of arrears of pension due to the deceased pensioner may be made to his heirs/nominated heirs, provided they apply within one year of his death. It cannot be paid thereafter without the sanction of the authority, by whom the pension was sanctioned, to be obtained through the Accountant General, Punjab. Where the arrears do not exceed Rs. 5,000/- and the case presents no peculiar features, the Accountant General, Punjab may sanction the arrears on his own authority.

Note 3-A. The arrears due in respect of a deceased pensioner who immediately before his death was being paid provisional pension through the Head of Office, shall also be payable in accordance with the provisions of this rule on the finalisation of the pension claim.

Note 4.- Pensioners are allowed to register the name of their heirs with the Pension Disbursing Authority through whom the pension is drawn as per procedure given hereunder: -

(i) Any pensioner to whom pension is payable by the Government out of the Consolidated Fund of the State, may nominate any other person (hereinafter referred to as the nominee) in accordance with the provisions of this rule, who shall receive after the death of the pensioner, all unpaid moneys payable to the pensioner on account of such pension on, before or after the date of such nomination.

(ii) Every Government employee, who has retired or is due to retire after the date of coming into force of the Punjab Financial (7th Amendment) Rules, Volume I, 1986, shall submit his nomination in triplicate in Form 'A' given below to the Head of Office from where he is retiring within three months before or after the date of retirement.

(iii) Within thirty days of the receipt of the nomination, the Head of Office shall get the particulars of the pensioner in Form 'A' verified with reference to the record of establishment and return to the pensioner after obtaining the receipt thereof, a duplicate copy of the said nomination Form 'A' duly attested by him in this behalf and the triplicate copy duly accepted shall be sent to the Accountant General, Punjab, who shall pass it on to the Pension Disbursing Authority along with the pension payment order. If the pension payment order has already been issued in a particular case, the nomination shall be sent separately quoting pension payment order number and other relevant particulars of the pensioner to enable the Pension Disbursing Authority to link it up with the pension payment order.

(iv) A notice of modification of nomination including cases where a nominee predeceases the pensioner, shall be submitted in triplicate in Form 'B' given below by the pensioner to the Pension Disbursing Authority in the manner specified in clause (i).

(v) A nomination or a fresh nomination or a notice of modification of nomination shall be signed by the pensioner or, if he is illiterate shall bear his thumb-impression, in the presence of two witnesses who shall also sign a declaration to that effect in the nomination, fresh nomination or notice of modification of nomination, as the case may be.

(vi) Nomination, fresh nomination or a notice of modification of nomination shall take effect from the date of receipt thereof by the Pension Disbursing Authority or the Head of Office, as the case may be.

(vii) A nomination made and accepted by the Pension Disbursing Authority or the Head of Office, as the case may be, shall be conclusive proof with regard to the person nominated to receive pension or arrears of pension of the pensioner under these rules.

(viii) The arrears of pension payable under these rules shall be paid in accordance with the provisions of the existing rules governing the mode of payment of pension.

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[Form]

PUNJAB FINANCIAL RULES VOLUME I

[Chap. 5]

FORM 'A'

(See Rules 5.3, Note 4(iii))

To

The Head of Office

(Name of Bank/Treasury/Post Office/Accounts Officer, etc.)

Place _____

I, _____ (Name of the pensioner in capital letters) hereby nominate the person to receive the arrears of pension etc.

Name and address of the nominee	Relationship with pensioner	If nominee is minor		Name and address of the nominee in case the nominee under column (1) predeceases the pensioner
		Date of birth	Name and address of person who may receive the pension during the nominee's minority	
1	2	3	4	5

Relationship with the pensioner	Date of birth, if the other nominee is a minor	Name and address of person who may receive the pension during the other nominee's minority	Contingency on happening of which nomination shall become invalid.
6	7	8	9

Place: _____ Signature (or thumb impression if illiterate) and name of the pensioner

Date: _____

Address: _____

Witness:

Signature of Head of Office

Signature

Name & Address:

(Acknowledgement to be sent by Head of Office)

Certified that application/nomination has been received from _____

(Name of pensioner) whose address is _____

Signature of Bank Incharge/Treasury Officer/
Post Master/Accounts Officer/Head of Office.

Place: _____

Date: _____

Full Address:

[Chap. 5]

PAY, ALLOWANCES AND PENSION

[5.3]

FORM 'B'

(See Rule 5.3, Note 4(iv))

To

The Pension Disbursing Authority

(Name of Bank/Treasury/Post Office/Accounts Officer etc.)

Place _____

I, _____/(Name of the Pensioner in capital letters), hereby make the following alternative nomination in cancellation of the previous nomination made on _____ to receive the arrears of pension etc.

If nominee is minor

Name and address of the Nominee	Relationship with pensioner	Date of Birth	Name and address of person who may receive the pension during the nominee's minority	Name and address of the other nominee in case the nominee under column-1 predeceases the pensioner
1	2	3	4	5

Relationship with pensioner	Date of birth, if other nominee is a minor	Name and address of person who may receive the pension during the other nominee's minority	Contingency on the happening of which nomination shall become invalid
6	7	8	9

Signature (or thumb impression if

Place _____

illiterate) and Name of Pensioner

Date _____ Address _____

Witness

Signature _____

Signature of Pension Disbursing

Authority

Name and Address:

Date and Stamp

Certified that the application/nomination (Form B) has been received from _____ (Name of the pensioner) at _____ whose address is _____ Form 'A' has been cancelled and returned to him.

Signature of Pension Disbursing
Authority/ Post Master/Bank
Incharge/Treasury Officer, with full
address

Place _____

Date _____

5.4. Omitted.**III. BOND OF INDEMNITY FOR DRAWING
LEAVE SALARY PENSIONS ETC.**

5.5. (a) Government employees and pensioners make arrangements with their agents to draw their leave salaries, vacation pay, pensions, etc., either granting them powers of attorney to enable them to do so, or, leaving their bills duly completed and signed in the agent's custody for collection the agents in their turn giving Government a bond of indemnity as security against any loss in case of over payment.

Exception.—Such Co-operative Banks which are not included in the second Schedule of the Reserve Bank of India Act, 1934, but who undertake commercial banking and who are recommended in this regard by the Reserve Bank in view of their satisfactory financial position, may be allowed by the Government to execute a general bond of indemnity under this rule.

Note 1.—For life certificates and non-employment certificates to be produced by agent in respect of pensioners see Subsidiary Treasury Rules 4.104 and 4.99.

Note 2.—A Register of Power-of-Attorney should be maintained by the disbursing officer in the form described in the Government Securities Manual and all cases in which the power of Attorney has been granted should be recorded therein.

(b) The form of indemnity bond prescribed for use by banks or firms authorised to draw the pay and leave salary of Government employee's pensions, etc., is given below. The bond of indemnity must be stamped.

In consideration of our/their being permitted to draw the pay/leave salary/pension of.....during his absence from the State we/the (here insert the name of bank) hereby engaged to refund to the Government on demand, any overpayment that may be made to us/them as his agents/agent.

(c) It must be seen that the person signing the bond of indemnity has authority to bind the firm or bank.

(d) It is not necessary for separate bond to be entered into for each individual. Such banks as are included in the second schedule to the Reserve Bank of India Act, 1934 (hereinafter called scheduled banks) may be allowed to execute a general bond in the form given in Appendix 6 to cover the pay, leave salary and pensions, etc., of their constituents in general.

Separate bonds must be executed for payments relating to or for persons whose salaries or pensions are debitable to the Central Government and those debitable to a State Government. The applications for such bonds will be dealt with by the Government (Central or State) concerned.

IV—LAST PAY CERTIFICATE

5.6. For the instructions issued by the Comptroller and Auditor-General for the preparation of last pay certificate see rule 227 of the Punjab Treasury Rules.

V—FUND AND OTHER DEDUCTIONS

5.7. (a) The responsibility of drawing officer in the matter of noting the proper deductions, etc., from pay bills in account of provident and other funds is laid down in Rule 227 of the Punjab Treasury Rules.

(b) Deductions from pay bills on account of income tax shall be made strictly in accordance with the relevant provisions of the Income Tax Act, 1961 (43 of 1961) as modified from time to time and the rules and orders issued thereunder.

VI—TRANSFERS OF PENSIONS

5.8. A copy of an order issued under rule 291 of Punjab Treasury Rules permitting the transfer of a pension from a treasury in the Punjab to a treasury in some other State should be forwarded to the Accountant-General, Punjab. The Collector of the District from which the payment is to be transferred should also return his half of the pension payment order to the Accountant-General, Punjab, who will then address the Accountant-General of the State concerned to arrange for the payment of pension at the treasury at which the payment is desired.

VII—ATTACHMENT OF PAY AND ALLOWANCES ETC. FOR DEBT.

5.9. (a) When the pay of a Government employee is attached by an order of a court of law, it shall be the duty of the officer receiving the attachment order to see that the proper deduction is made in satisfaction of such order from the pay of the Government employee concerned and to keep a record of such deductions.

If a Government employee is adjudged insolvent, the attachable portion of his salary shall vest in the Court that passed the order of insolvency or the receiver appointed by the Court. The amounts, which have been under attachment in execution of the decree against the insolvent shall also, after the orders of insolvency, vest in such court or the Receiver, and the attached amounts, instead of being sent to the various courts which issued the orders of attachment, shall be sent to the Insolvency Court of the receiver for prorata distribution among all the creditors of the insolvent Government employee.

Note.—The extent to which the emoluments of a Government employee are exempt from attachment for debt is laid down in sub-section (1) of section 60 of the Code of Civil Procedure, 1908. An extract of the relevant provision of the said section is reproduced in Appendix-7.

(b) The maximum amount attachable by a Civil Court, shall be calculated on the amount earned and not what remains after satisfying any debt due to Government on account of advance taken under the rules. Thus, if the total gross emoluments earned by the Government employee are represented by 'X' and the allowances declared to be exempt from attachment (as mentioned in Appendix 7) and if the Government employee is under suspension, the subsistence grant or allowance paid to such Government employee, are represented by 'Y'; the net amount attachable if any, will be $X - Y - 1000/3$.

Note.—The decrees awarded by Courts prior to the First of February, 1977, would be based upon the limit of first two hundred rupees and one-half of the remainder, in force from the fourth of September, 1963 or the limit of the first hundred rupees and one-half of the remainder, in force prior to that date, such decrees would continue to be valid until revised by the Courts.

(c) (1) Recoveries in satisfaction of attachment orders shall be made in the order in which they are received and shall be made by the head of the office. If an order of attachment against a Government employee is received before a previous order of attachment against the same Government employee has been fully complied with, the recoveries shall be made by the Disbursing Officer so long as the total amount recoverable with reference to attachment orders is within the maximum limit prescribed in clause (b) of this rule.

(2) If as a result of new order of attachment, the total attachable amount exceeds the maximum limit prescribed, the Disbursing Officer shall return the new attachment order to the Court concerned with a statement showing:—

- (i) the particulars of the existing attachment(s)
- (ii) the particulars of the amount(s) withheld and paid to date into the Court(s) concerned.
- (iii) the amount(s) remaining to be recovered.

(d) Any deductions which may have to be made on account of subscriptions to provident funds recognised by Government, taxes on income payable by the Government employee, dues of co-operative societies and debts due to Government shall be made from non-attachable portion of the Government employee's salary.

(e) Without prejudice to the provisions of the Code of Civil Procedure, as amended from time to time, the procedure to be followed by the Drawing and Disbursing Officers in making recoveries from pay of Government employees of amounts in compliance with attachment orders issued by Courts shall be regulated as under:—

- (1) Subject as hereinafter provided in this rule, the gross amount of pay and allowances shall be drawn on a pay bill but only the net amount after deducting the amount recoverable under the attachment order shall be disbursed to the Government employee concerned. The authority, who is to make deductions, shall be responsible for remitting the amount without undue delay to the Court concerned.
- (2) In the case of an attachment order issued by a Court in India against a Government employee whose pay and allowances are to be disbursed outside the local limits to which the Code of Civil Procedure extends, the Drawing and Disbursing Officer of the concerned department in Punjab shall be responsible for drawing the amounts recoverable in monthly instalments in compliance with the attachment order and for remitting them to the Court concerned, unless an intimation is received by him about the death of the Government employee or of any other event necessitating the discontinuance of such payments.
- (3) In cases in which a judgment debtor does not sign the acquittance roll and intentionally allows his pay to remain undisbursed in order to evade payment on account of an attachment order issued by a Court of law, the Head of the Office may draw the pay of the judgment debtor in satisfaction of the attachment order, subject to the prescribed restrictions, and remit the amount to the Court concerned.
- (4) The amount drawn under sub-rules (2) and (3) shall be treated in the accounts in the same way as leave salary or pay drawn by the Government employee concerned. The particulars of the attachment order shall be cited in the pay bill or the acquittance roll, as the case may be, as an authority for the charge and the Court's receipt for the amounts shall be filed with the attachment register or such other suitable record as may be kept by the drawing officers.
- (f) The costs, if any, of remittance to a Court of money realised under its attachment order shall be deducted from the amount realised and the balance amount shall be remitted to the Court.
- (g) Recoveries from the salaries of Government employees, on account of profession tax levied under a State Act, and dues of Co-operative Societies registered under the Punjab Co-operative Societies Act, 1961, shall be made by the Drawing and Disbursing Officer in accordance with such procedure as may be laid down by the Government from time to time.

A Drawing and Disbursing Officer, even when not located within the territorial limits to which the above mentioned Act apply, may effect recoveries on account of profession tax or dues of a Co-operative Society from the salary of a Government employee; provided that such Government employee, in the case of dues of Co-operative Societies, authorised in writing the Disbursing Officer to effect such recoveries and the Disbursing Officer ensures, before effecting the recoveries, that the authorisation given to him by the Government employee is clear, unambiguous and has not been revoked.

5.10. Omitted.

**VIII—PROCEDURE FOR ISSUE OF PAY, ETC. TO MEMBERS OF THE
AUXILIARY FORCE UNITS ON CALLING OUT OR
EMBODIMENT**

5.11. The issue of pay, etc. of civilian Government employees who are members of the Auxiliary Force (India) Units, when called out or embodied under section 18 of the Auxiliary Force Act, is regulated by the instructions laid down in paragraph 255 of the Regulations for the Auxiliary Force, India 1933.

**IX—COMMUNICATION TO AUDIT OF THE
ORDERS AFFECTING PAY ETC.**

5.12. (a) Orders affecting the personal emoluments, posting, leave etc., of Group 'A' or Group 'B' Government employees only should be communicated to Accountant-General by the sanctioning authorities. If, however, an order affecting a Group 'A' or Group 'B' Government employee is notified in the Gazette, separate intimation to Audit, by letter, is not necessary except in cases of urgency.

(b) Changes in the personnel of subordinate establishments and in their emoluments should be indicated in pay bills and absentee statement by the authorities preparing those documents, who are responsible that orders of competent authority are obtained in each case as required by the rules. Orders of a special nature authorising the grant to a Group 'C' or Group 'D' Government employee (or ordering the discontinuance) of any increase in the emoluments or otherwise affecting the emoluments admissible to him against the sanctioned pay of the appointment which he holds should, however, be communicated to the Audit Office by letter.

(c) All orders revising sanctioned scales or sanctioning the creation or abolition of permanent or temporary posts should at once be communicated by letter to the Accountant-General.

X—TRANSFER OF CHARGE

5.13. In the transfer of charge, the following points should be observed—

- (1) The cash book (or where no cash book is maintained, acquaintance rolls), contingent register and imprest account should be closed on the date of transfer and a note recorded in it over the signature of both the relieved and relieving Government employees, showing the cash and imprest balances, and the number of unused cheques, if any, made over and received in transfer by them, respectively.
- (2) The relieving Government employee in reporting that the transfer has been completed should bring to notice anything irregular or objectionable in the conduct of business that may have come officially to his notice. He should examine the accounts, count the cash, inspect the stores, count, weigh and measure certain selected articles in order to test the accuracy of the returns. He should also describe the state of the records.
- (3) In the case of any sudden casualty occurring or an emergent necessity arising for a Government employee to quit his charge, the next senior Government employee of the department present will take charge. When the person who takes charge is not a Group 'A' or Group 'B' Government employee he must at once report the circumstances to his nearest departmental superior and obtain orders as to the cash in hand, if any.
- (4) See also rule 5.49 of the Punjab Civil Services Rules, Volume I, Part I, for the certificate in respect of occupation of Government buildings used as residences.

CHAPTER-VI

Pay, Allowances, etc. of Group 'A' and Group Government Employees

I. PAY AND ALLOWANCES

6.1.(1) Notwithstanding anything contained in these rules or in other rules for the time being in force, the bills relating to pay and allowances of Group 'A' and Group 'B' Government employees shall be raised online by the Drawing & Disbursing Officers through the Integrated Financial Management System and the payment shall be disbursed directly through the banks into the individual accounts of the concerned employees in accordance with the procedure specified in this behalf.

(2) The Drawing & Disbursing Officers shall be responsible to ensure that the payment made through Electronic Clearing System is credited into the bank account of the actual payee.

6.2. The competent authority is not at liberty to re-adjust the pay of Government employees by giving one Government employee more and another less the sanctioned pay of his post; nor may he distribute the pay of an absentee otherwise than as provided in the rules governing the service to which the Government employee belongs. There is, however, no objection to excess appointments being made in a lower unit or cadre against an equal or greater number of vacancies left unfilled in the higher grade. This liberty may not be used for the purpose of increasing the numerical strength of an office. For each vacancy in a higher unit or cadre only one extra post in a lower unit or cadre is admissible.

Note 1.— The members of the lower grade should normally be promoted to the higher grade in ordinary course. Moreover, such a promotion should be in their own line and not outside the normal line.

Note 2.— The excess appointment in the lower grade which is to be adjusted against a vacancy left unfilled in the higher grade in a Group 'A' or Group 'B' capacity may be of a Group 'A' or Group 'B' or a Group 'C' nature.

II. TRANSFER OF CHARGE

6.3. Every transfer of charge of a Group 'A' or Group 'B' Government employee should be reported by post on the same day to the Accountant-General in Form P.F.R.2. A copy of the report should simultaneously be sent to the head of the Department or other Controlling authority concerned. A copy of such a report should simultaneously be sent to the Treasury Officer, concerned.

Note (1) (i) When an officer is initially appointed to Government service or when he is transferred or granted leave or when he returns to duty after leave, a copy of the order of appointment, transfer, leave or assumption of duty should be endorsed simultaneously to the Accountant General by the authority issuing the order. In case of initial appointment, the order specifying the term of appointment should be sent to the Accountant-General.

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[6.3-6.4]

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[chap.6]

(ii) Omitted.

(iii) Also see rule 8.20 and notes below rule 8.122 of the Punjab Civil Services Rules, Volume I.

(iv) Omitted.

Note (2) Omitted.

III – ENGAGEMENT OF PASSAGES**6.4. Omitted**

CHAPTER - VII

Pay, Allowances, etc. of Establishment

I. ANNUAL RETURNS OF ESTABLISHMENTS

7.1. Omitted.

7.2. Omitted.

7.3. Every person newly appointed to a service or a post under Government should at the time of appointment declare the date of his birth by the Christian era with confirmatory evidence as far as possible, confirmatory documentary evidence such as Matriculation Certificate, Municipal birth certificate and so on. If the exact date is not known an approximate date may be given. The actual date or the assumed date, determined under note 1 below should be recorded in the History of Service, Service Book, or any other record, that may be kept in respect of the Government employees service under Government and once recorded, it cannot be altered except in the case of a clerical error, without the previous orders of Government.

Note 1.-(a) If a Government employee is unable to state his exact date of birth but can state the year, or year and month of birth, 1st July or the 16th of the month, respectively, may be treated as the date of his birth.

(b) If a Government employee is only able to state his approximate age, his date of birth may be assumed to be the corresponding date after deducting the No. of year representing his age from his date of appointment.

(c) When a Government employee who first entered military employ is subsequently employed in Civil Department the date of birth for civil employment should be the date stated by him at the time of attestation, or if at the time of attestation he stated only his age the date of birth should be deducted with reference to that age according to the method indicated in sub-para (b) above.

Note 2. Omitted.

Note 3. Omitted.

7.4. Omitted. (Vide No. 1498-FR (O.S.D.) - 73/21088 dated 17-11-73).

II. ALTERATION OF ESTABLISHMENTS

7.5. When the entertainment of a new establishment or a change, temporary or permanent, is proposed in an office a letter fully explaining the proposals and the conditions which have given rise to them together with the proposition statement, if necessary, under rule 7.6 should be submitted to the competent authority. In this letter should be set out, inter alia.

- (i) The present cost, either of the section or sections affected or of the total establishment as the circumstances of the case may indicate to be necessary;

- (ii) details of the pay of the post or posts and the number of posts which it is proposed to add or modify; and
- (iii) as, accurate an estimate as possible of the extra cost involved.

Note 1.—In determining the extra cost, allowance, whether fixed or variable, should be included.

Note 2. The authorities submitting the proposals should take into account any claims to pensions that may arise in consequence of their proposals and certify to their having done so in their proposals. The estimate of the extra cost due to variable allowances, cannot be exact but should be as accurate as possible.

Explanation (a)—When a scheme requires the sanction of higher authority only because particular items are beyond the powers of sanction of the subordinate authority in the letter submitted to the higher authority full details should be given of these items and of any other part of the scheme so connected with them that, unless, it is explained, it must be difficult for the higher authority to determine whether sanction be given to these items or not. Details of other parts of the scheme are not required and should not be given, lump sum figures showing the total cost of each part of the scheme being sufficient.

Example 1. It is proposed to establish a medical college, and the sanction of higher authority is required only because it is desired to create posts in the State Medical Service for the Principal and three Professors. Full details of the teaching staff should be given because without these the necessity for the appointment in the State Medical Service cannot be gauged. No details should be given of the clerical or other subordinate staff.

Example 2. It is proposed to establish a Medical School and the sanction of higher authority is required only because it is proposed to create an appointment in the State Medical Service for the Principal. No details are required of the staff proposed for the school except the Principal, because the knowledge of these details is not necessary in order to determine whether an appointment in the State Medical Service is required.

Explanation (b) When the revision of a number of establishments is undertaken in pursuance of one definite central idea, which constitutes a single scheme for purposes of sanction, and when the scheme requires the sanction of higher authority, in the letter submitting the proposal for sanction full details of the several establishments need not be given but only such details as will indicate the financial effect of each portion of the proposals.

Thus if the scheme is for the increase of pay of a number of establishments it will suffice to set out:—

- (i) The present cost of all establishments concerned.
- (ii) The various increases of pay or the various percentages of increases proposed and the reason justifying the proposals.
- (iii) In respect of each separate rate of increase proposed as set out in (ii)—
 - (a) A list of the establishments or classes of Government employee to which it is to be applied and the reasons for such differentiation.
 - (b) As accurate an estimate as possible of the probable cost, with a statement that this has been worked out in consultation with the Accountant-General and that it is accepted by him as correct.

7.6. (a) Whenever any large scale or complicated proposals are made for the revision of the existing or the creation of new establishments, including those which require the sanctions of Government, the letter explaining the proposals should be accompanied by a proposition statement in duplicate in P.F.R. Form 3.

Note.—The simpler P.F.R. Form 4, may be used in cases when the full details of P.F.R. Form 3 are not necessary.

(b) The details to be shown in proposition statement will be determined by the following principles:—

- (i)** The proposition statement should relate strictly to the section or part of the office affected by the proposals. As regards the other parts of sections of the office, neither details nor figures of total cost need be included.
- (ii)** Where a section consists of all the Groups of Service, viz. Group 'A', Group 'B', Group 'C' or Group 'D' employees, details need be given only of the Groups affected, if a saving of labour will result from the adoption of this procedure.
- (iii)** The rules as to details set out in Rule 7.5 above should be observed.

Note 1.—The fixed allowances referred to in note to Rule 7.5 above should be entered in proposition statements when such statements are prepared but the variable allowances should be included therein.

Note 2.—Sweepers, Bhisties and other Group 'D' employees whose pay is drawn on contingent bills need not be included in the proposition statement.

Note 3.—Proposition statements are required for all temporary changes in establishment except (1) in those cases where pay is passed against a budget grant (2) in the case of temporary establishment for work which is quite outside the ordinary routine of administration, e.g., census, plague, and special duty of any kind.

Note 4.—When it is proposed to change all or part of a temporary establishment into a permanent establishment the "present scale" column in the proposition statement, must show both the temporary and the permanent establishment; thus the increase in the permanent scale will be balanced by the temporary scale decreased.

7.7. Where the pay of any post existing or proposed rises from a minimum to a maximum by periodical increments, the average monthly cost and not the actual or the commencing cost, must be given. The average monthly cost in such cases should be calculated in accordance with the following formulae:—

Explanation.—(1) Formula (1) is to be used in the case of Group 'A' or Group 'B' posts, while formula (2) in the case of Group 'C' or Group 'D' posts. In cases where one grade is the channel of promotion to another grade, that is to say, where everybody in the first grade is ultimately promoted to the second grade, formula (3) may be adopted to find the average costs of posts in the first grade. The use

of formula (4) should be restricted to cases involving an elaborate scale, consisting of two or more sections with efficiency bars at one or more stages.

(2) To find the average cost of a post in the junior scale of an All India Service formula (3) should be used.

**PAY, ALLOWANCES, ETC. OF ESTABLISHMENT
FORMULAE FOR CALCULATING AVERAGE COST OF
TIME SCALE OF PAY**

FORMULA (1)

$$\text{Average Pay} = \frac{A+B}{2} + \frac{(B-A)}{2} \left[1-(R+1) \left\{ .014 + \frac{1 - .01R}{F - E} \right\} \right]$$

FORMULA (2)

$$\text{Average Pay} = \frac{A+B}{2} + \frac{(B-A)}{2} \left[1-(R+1) \left\{ .021 + \frac{1 - .015R}{F - E} \right\} \right]$$

In the formula (1) and (2) -

A = minimum pay,

B = maximum pay,

R = period of rise,

E = average age at entry in the grade, and

F = average age at retirement on superannuation pension.

This may be taken to be 58 in almost every case unless there are special reasons to take it either at the lower or a higher figure.

FORMULA (3)

$$\text{Average Pay} = \frac{A - C}{2} + \frac{(C-A)}{2} \left[1-(S+1) \left\{ .006 + \frac{1 - .004S}{G - E} \right\} \right]$$

In Formula (3)-

A = minimum pay,

C = pay just before promotion to the second grade.

S = period of rise from A to C,

E = average age at entry in the first grade, and

G = average age at the time of promotion to the second grade.

FORMULA (4)

Average pay = $\frac{1}{2}(A + W_1B_1 + W_2B_2 + X_1C_1 + X_2C_2)$

Where A = the initial pay of the scale.

B₁, B₂ = the maximum pay of the different sections of the scale, such as the ordinary scale, the scale for passed clerks.

W₁, W₂ = the proportion of the establishment which would normally reach the maximum of B₁, B₂ respectively.

C₁, C₂ = the pay at the different efficiency bars.

and X₁, X₂ = the proportion of the establishment which would normally be detained at C₁, C₂ respectively.

Note.—Where the pay is not incremental, it is sufficient, so enter it in the column headed "Maximum".

7.8. The proposition statement or the proposal for revision should be forwarded direct to Government to avoid any delay. If the Administrative Department feels that the proposition statement forwarded by the Head of Department, in any particular case, requires verification of the cost involved, that Department may at their discretion refer the statement to the Accountant-General, Punjab, for verification. Where, however, the Administrative Department feels convinced that the figures furnished by the Head of Department are correct, the verification of the figures by the Accountant-General, Punjab, may be dispensed with.

7.9. The statement prescribed in the Punjab Budget Manual should also be submitted when necessary.

7.10. In case where a revised proposition statement is sent, before Government has accorded sanction to a proposition statement still under its consideration, the existing scale should be entered in the revised proposition statement, with a note that an application for its revision involving an annual expenditure of Rs. __ is already before Government.

III. MONTHLY PAY BILL**(i) Preparation of Bills**

7.11. Instructions regarding the preparation and payment of establishment and travelling allowance bills are contained in the Punjab Treasury Rules, which should be carefully observed by all the drawing officers.

Drawing officers are responsible for seeing that pay bills are checked and initialed by a responsible Government employee and that the check must always

include verification of the total amount entered in the bills. Failure to observe these precautions as well as those regarding disbursement of moneys drawn (mentioned in the succeeding rules) will render them liable for making good any loss that may occur thereby.

Note 1.—The pay bills of Assistant Surgeons, employed under Zila Parishad and Municipal Committees should be presented to and paid by the Zila Parishad or Municipal Committees concerned. Such bills should not be presented at the Treasury.

Note 2.—When Government employee signs an absentee statement accompanying an establishment bill, he should see that a diagonal line is drawn across the blank space, if any, below the last entry. Similarly if the statement is blank he should see that a diagonal line drawn across it with the word “blank” in brackets in the middle of the line.

Note 3.—See also rule 7.15 infra.

Note 4.—Recoveries made from Group ‘C’ or Group ‘D’ Government employees on account of attachment orders issued by courts of law (vide Rule 5.9) should not be made from the bills but should be made in cash and then remitted to the Court concerned. The receipts of the Court should be obtained and filed with the attachment register. For recoveries on account of security deposits see Subsidiary Treasury Rule 3.5 et seq.

Note 5.—In a case where sanction for the continuance of temporary post has not been received in time, causing hardship to the Government Employee holding that temporary post, the Government employee shall be allowed to draw his pay and allowances for a period of three months, at the same rate at which he was drawing immediately before the expiry of the term of his temporary post by attaching to the bill a declaration made by the next higher authority that the concerned Government employee continues to hold that post and that sanction for the continuance thereof has been applied for and that necessary provision for the same has been made in the budget estimates for that year. The next higher authority will, however, be responsible to ensure that action for the continuance of the post has been initiated in time and also that the justification on the basis of which the post was temporarily created continues to exist.

(ii) Disbursement of Moneys drawn on monthly Bills.

7.12. The provisions of rule 6.1 shall apply mutatis mutandis to Group ‘C’ and Group ‘D’ employees also.

Note 1.—Omitted

Note 2.—Omitted

Note 3.—A Bill Register, in the form P.F.R. 7, should be maintained by all the Heads of Offices who are authorised to draw money from the Treasury on bills signed by them. The register should be reviewed monthly by a Group ‘A’ or Group ‘B’ Government employee and the result of the review recorded thereon. Also see para 12.3(2) of the Punjab Budget Manual.

Note 4.—The Bill Transit Register, in the form P.F.R. 8, should be maintained by all the Heads of Offices who are authorised to draw money from the Treasury. The bills of the self-drawing officers, if any, may also be transmitted to the Treasury through this register. To prevent presentation of fraudulent bills to the Treasury the Register should be reviewed bi-weekly by a Group ‘A’ or Group ‘B’

Government employee; with reference to the entries in the Bill Register and the Cash Book; and the result of the review recorded thereon.

7.12-A. Omitted

7.12-B. Omitted

7.13. When a Drawing and Disbursing Officer checks the Acquaintance rolls maintained on the basis of the payment details generated from the Electronic Clearing System, he should either himself total up the items of it, check the total against the total of the corresponding establishment bill and see that any difference between the total is properly accounted for, or he may cause all this to be done by a responsible official of the office not below the rank of a Senior Assistant.

7.14. Omitted.

7.15. The head of an office is not at liberty to re-adjust the pay of Government employees by giving one Government employee more and another less than the sanctioned pay of his post; nor may he distribute the pay of an absentee otherwise than as provided in the rules, governing the service to which the Government employee belongs. But in the case of Group 'C' or Group 'D' establishments divided into separate units or cadres carrying different scales of pay, there is no objection to excess appointments being made in a lower unit or cadre against an equal or grade number of vacancies left unfilled in the higher grade. This liberty must, however, not be used for the purpose of increasing the numerical strength of an office. For each vacancy in a higher unit or cadre only once extra post in a lower unit or cadre is admissible.

Note.—This rule is applicable to Group 'A' and Group 'B' Government employee also - See Rule 6.2.

7.16. Omitted.

IV. RECORD OF SERVICE

(i) Service Books

7.17. Special attention is drawn to the rules regarding the maintenance of service books; which are given in Chapter 12 of the Punjab Civil Services Rules, Volume I, Part I. The service book is a contemporary record in minute detail of a person's official career. Non-pensionable service should be distinctly shown as such in column 2 of the service book, and every entry should be attested at the same time by the head of the office.

Note.—It is the duty of all heads of offices to see that the service books of the establishments employed under them are punctually and regularly written up, that the entries made on the opening pages re-attested at least every five years, that no member of the office has access to the books.

7.18 (1) At a fixed time early in the year, the service books should be taken up for verification by the head of the office who, after satisfying himself that the services of the Government employee concerned are correctly recorded in each service book, should record in it a certificate in the following form over his signatures.—

“Service verified up to (date) from (the record from which the verification is made).”

Note.—The verification of service referred to above should be in respect of all service qualifying for pension whether permanent, provisional, temporary or officiating.

(2) (a) The head of the office in recording the annual certificate of verification should, in the case of any portion of service that cannot be verified from office records, distinctly state that for the excepted periods (naming them) a statement in a writing by the Government employee, as well as a record of the evidence of his contemporaries, is attached to the book.

When, however, a Group ‘C’ or Group ‘D’ Government employee is transferred from one office to another the head of the office under whom he was originally employed, should record in the service book under his signature the result of the verification of service, with reference to pay bills and acquaintance rolls, in respect of the whole period during which the Government employee was employed under him, before forwarding the service book to the office where the services are transferred.

(b) In cases where such transfer also involves permanent transfer of the Government employee from the audit control of one audit officer to that of another, the qualifying service for the purpose of pension rendered up to the date of the transfer should be got verified and a certificate to that effect recorded in the Service Book by the audit officer concerned before the service book is forwarded to the office where the services of the Government employee are transferred.

(c) Omitted.

(3) Omitted.

(ii) Service Rolls

7.19. Omitted.

[Chap. 7]

PAY, ALLOWANCES ETC. OF ESTABLISHMENT

[Annexure A-B]

ANNEXURE - A
(Omitted)

ANNEXURE - B
(Omitted)

CHAPTER—VIII

Contingencies

I. INTRODUCTORY

8.1. The rules of procedure prescribed in this Chapter shall apply primarily to “Contingencies” but miscellaneous expenditure as defined in Note 1 under rule 4.44 of the Subsidiary Treasury Rules which is not classed as contingencies is also subject to these rules, except in so far as it may be governed by any special rules of procedure in other Chapters of this book or by departmental regulations.

Note.—Contingent charges are to be recorded and treated in the accounts as charges of the month in which they are actually disbursed from treasury. See also relevant rules in the Punjab Treasury Rules for classification of charges.

II. CLASSIFICATION OF CHARGES

8.2. Contingent charges incurred on the public service are divided into the following three main classes, the classification adopted in each department or office being determined by orders of competent authority —

- (i) *Contract Contingencies*—Those for which a lump sum is placed annually at the disposal of a disbursing officer for expenditure as and when required, with proper sanction, if necessary. They generally consist of charges the annual incidence of which can be *governed with reasonable accuracy.
- (ii) *Countersigned Contingencies*—Include such contingent charges as may require the approval of Controlling Authority before they can be admitted as legitimate expenditure against the Government such approval usually taking the form of countersignature after payment on a detailed bill submitted to the Accountant General, - vide rule 8.9 below.

In some cases, the control over these contingencies is exercised before payment. In such cases monthly detailed bills are not required to be submitted to the Accountant-General, but the bills exhibit full details of the charges. See also sub-rule 1 of Subsidiary Treasury Rule 4.53.

- (iii) *Audit Contingencies*, i.e., those which are under the direct audit of the Accountant-General, for which the bills paid at the treasury are ordinarily complete with sub-vouchers for items in excess of Rs. 2,500/- and which do not require countersignature.

Note.—The list of standard objects of expenditure are indicated under Detailed Heads in the Punjab Budget Manual.

III. GENERAL RULES

8.3. Subject to the sanction of the competent authority to the incurring of expenditure and to the provisions of the rules in this Chapter a drawing officer may draw money from the treasury for contingent expenses, within the amount allotted to him in the budget estimate or otherwise, unless there is something novel, doubtful or irregular in the character of the expenditure. As explained in Note 1 under Subsidiary Treasury Rule 4.44 the term contingent expenses as used in this rule includes also other expenditure such as scholarships, stipends, rewards, fees, bonus, grants for uniforms, equipments grants-in-aid, contributions, donations, etc.

As regards drawing money for grants-in-aid, see rule 4.4 of the Subsidiary Treasury Rules.

Note 1.—In cases where any scales in regard to contingent charges (e.g. reward for destruction of wild animals) have been prescribed by Government those scales should be strictly adhered to.

Note 2.—In the case of non-recurring charges, the competent sanctioning authority may, where this course is more convenient, accord sanction by countersigning the bill on which the money is drawn prior to its drawl, instead of by a separate sanction.

Note 3.—Special rules relating to the following matters are contained in the appendices quoted against them:—

- (1) General rules for the supply of articles for the public service—

Appendix 8 of PFR Vol. II

- (2) Miscellaneous rules regarding contingent expenditure—

Appendix 9 of PFR Vol. II

- (3) Supply of liveries and clothing—

Appendix 10 of PFR Vol. II

- (4) Supply of articles from jails, co-operative societies and industrial institutions—

Appendix 11 of PFR Vol. II

Note 4.—Instructions relating to the Purchase of Stationery and Printing Stores are contained in the Punjab Printing and Stationery Manual.

8.4. Omitted.

8.5. Actual payees receipts duly stamped, where necessary, showing full particulars of the charge should invariably be obtained when making payments of claims against Government.

In order to avoid their being used again all such receipts, except those required to be submitted to the Controlling Officer and the Audit Officer, should be stamped "cancelled", by the drawing officer at the time of initialing the entries relating to them in the contingent registers. The sub-vouchers submitted to the Controlling Officer which he is not required to forward to the Audit Office will be cancelled by him after check and the cancellation attested at the time of countersigning the bill.

Note 1.—A payee who has signed a postal money order receipt, need not be required to give a separate receipt, but as it is essential to know on what account the payment was made, the sender of the money order should secure this information by noting in the postal money order receipt the necessary particulars of the payment after the printed words "Received Payment of the sum specified above on account of _____" the payee's signature on this endorsement will then be all that will be necessary and the postal money order receipt may be treated as a sufficient voucher for the expenditure.

Similarly, Value Payable Parcel covers showing the amount paid to the Post Office may be treated as payees' receipts provided they are certified by the paying officer and are furnished in addition to the regular invoice or bill of the firm showing details of the items paid for.

Note 2.—Omitted

Note 3.—Sub-vouchers which are required to be sent to the Accountant-General should not be cancelled either by the drawing officer or by controlling officer as the duty of cancelling these sub-vouchers and keeping them in proper custody to prevent their fraudulent use devolves on the Accountant-General.

8.5.-A. In the case of diet and road money of witnesses a certificate in the following form should be given on the contingent bills:—

"Certified that diet and road money of witnesses have been paid at the rates fixed by the High Court".

IV. SPECIAL RULES RELATING TO PARTICULAR KIND OF CONTINGENCIES AND OTHER EXPENDITURE

(i) Contract Contingencies

8.6. In the case of contract contingencies all sub-vouchers should be retained in the office of the disbursing officer.

8.7. As under the contract system disbursing officers are entirely responsible for the regularity of the expenditure charged against contract grants, it is unnecessary to show the details of expenditure under the head "Miscellaneous" in contract contingent bills. At the same time it should be understood that the Accountant-General is not debarred from calling for details if, for any reasons, he considers this course advisable in particular cases.

(ii) Countersigned Contingencies

8.8. (a) From the monthly totals of the contingent register (vide rule 8.15) the monthly details bill will, in the case of contingent charges countersigned after payment, be prepared in P.F.R. Form 9 headed "Not payable at the Treasury", and showing the monthly total of each column, with description of each charge requiring explanation. The numbers assigned to the sub-vouchers will be entered in detail against each item. At the foot of the bill will be a memorandum of the number and date of every contingent bill cashed at the treasury, and the sub-vouchers included in each. The amount shown in the bill must be agreed with the total of the abstract bills cashed at the treasury during the month. The difference, if any, between the total of a detailed bill and the register must be adequately explained. The detailed bill will be signed by the head of the office and submitted to the controlling officer with all sub- vouchers above Rs. 2,500/- his signature to the certificate endorsed on the bill taking the place of the smaller ones.

(b) If in any month, the monthly proportion of the appropriation has been exceeded, a report of the special circumstances which rendered the excess necessary should be sent to the countersigning officer with the detailed bill.

Note 1.—District Officer need not personally give the certificate required from a disbursing officer, with the sanction of the Commissioner, he may delegate the duty to one of his Group 'A' or Group 'B' subordinates.

Note 2.—When, in paying rewards to informers, it is considered desirable to disclose the names of the payees, a certificate in the handwriting of the Collector to the effect that the reward has been duly paid should be submitted to the Accountant-General in support of the payment in lieu of the payee's receipt ordinarily required.

Note 3.—The limit of Rs. 2,500/- laid down in this rule is subject to alternation by the Comptroller and Auditor-General.

Note 4.—There are occasions when it is not possible to meet the charge from the permanent advance, or even where this is possible, there is delay in obtaining the payee's receipt, e.g., when the payee happens to reside at a distance and the amount has to be remitted to him. In such cases the particulars of sub- vouchers to follow should invariably be stated in the appropriate space, immediately below the disbursement certificate on the contingent bill form.

Note 5.—The following instructions should be carefully observed in preparing detailed contingent:-

- (a) One detailed contingent bill should be prepared for the amount drawn on all abstract contingent bills in any one month, and should be headed as appertaining to the month in which payment was actually made from the treasury.
- (b) Charges on account of one major head only should be included in one detailed contingent bill.
- (c) All sub-vouchers for items exceeding Rs. 2,500/-each should be noted with their amounts in column 1 of the detailed bill provided for the purpose.
- (d) Details of miscellaneous charges or other items should be fully given in the detailed bill.

Note 6.—The sanction of the competent authority should where necessary, be quoted in the detailed bill.

8.9. On receipt of the monthly detailed bill in the office of the countersigning officer, its figures will be transcribed in register of the same form as the disbursing officer's register, with similar description of items requiring explanation, and the bill will then be reviewed by the countersigning officer with the sub-vouchers. Any disallowances, with the number of the sub-voucher concerned and explanation of the objection, will be noted on the bill and in the "Remarks" column of the contingent register and the amounts shown in the register in the columns affected will be corrected in red ink, the countersigning officer will then enter in the register, the date of admission under his initials and sign the bill. The actual payees receipts and sub-vouchers shall not be forwarded to the Accountant-General (Accounts and Entitlement), Punjab, along with the detailed contingent bills and shall be retained and preserved by the Drawing and Disbursing Officer or Countersigning Officer till the time of preservation and be produced to local audit parties of Accountant General (Audit), Punjab for audit purpose.

Note.—In the absence of the countersigning officer, the examination and countersignature of the bill may be performed by some responsible Group 'A' or Group B' Government employee authorised by the Countersigning Officer.

8.10. The statements referred to in Subsidiary Treasury Rule 4.49 are, on receipt in the office of the Accountant-General, forwarded by him to the countersigning officers concerned. The latter should see that they are returned to the Accountant-General with suitable entries made in columns 5 and 6 and note of any error in column 4, within a week of their receipt by them.

8.11. In the Register maintained in the office of the countersigning Officer the columns to the right will be written up as follows :—

That concerning detailed bill will show the date of its receipt. The column for date of admission will show the date of dispatch of the countersigned bill. In the register maintained by the disbursing officer the entry in this column will record the date of recovery of any disallowance or that of the countersigning officer's letter further passing a disallowed item not yet actually recovered, any disallowance will be recorded by each in the column of remarks on the same line with the figures affected.

8.12. After dispatch of the detailed bill to the Audit Office, the countersigning officer shall communicate any disallowance to the drawing office and its amount shall without fail be refunded by short drawing in the next contingent bill presented at the treasury for the same department or office. The gross amount of each sub-voucher shall be entered in such bills and below the total shall be entered "Deduct disallowed from bill of ____Rs. _____" and the receipt given being for the net amount only. If, after correspondence the countersigning officer withdraws his objection, the amount may be redrawn in the next bill presented at the treasury by entering after the total of the sub-vouchers "Add amount of disallowance from bill of refunded by deduction from contingent bill

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No. _____ dated _____, and allowed as per _____, the receipt would be for the gross amount, and the items would be re-included in the next monthly contingent bill.

Note 1.—It will be observed that the totals in the disburser's registers are those of amounts drawn, not of those admitted by the countersigning officer but when an amount disallowed by him on one detailed head is adjusted by a short charge on another encashed bill, the actual amount for each head may be worked out by entering the amount retrenched in black ink with a minus sign in the column of the retrenched head on the line of total for the bill in which the adjustment is made the forward totals will, thus be correct.

Note 2.— Omitted.

(iii) Audited Contingencies

8.13. In the case of audited contingencies, sub-vouchers for items not exceeding Rs. 2,500/- should be retained in the office of the drawing officer and those above that limit should be attached to the contingent bills in support of the charges they represent.

Note 1.—See also Subsidiary Treasury Rule 4.51 and the notes thereunder.

Note 2.—See also notes 2, 3, 4 and 6 below rule 8.8 and note 1 below Rule 8.9.

Note 3.—It is not necessary to attach copies of telephone and electricity bills exceeding Rs. 2,500/- in each case with the departmental bills at the time of their presentation to the Treasury. Copies of bills will, however, be retained in the office to be presented to audit parties, for their checking the details.

(iv) Grant-in-aid

8.14. Grants-in-aid or contributions to educational and other institutions, local bodies and Co-operative Societies are sanctioned either by the Government or the authorities subordinate to it (Heads of Departments, etc.) and are regulated by the orders contained in rule 19.9 of this volume, and the detailed rules made by the Heads of Department under the powers vested in them. After the budget allotment, have been communicated by the Department of Finance, the payment is authorised at the treasury through the Accountant-General or direct, as the case may be, -Vide Subsidiary Treasury Rule 4.4. The following further instructions are issued for the guidance of sanctioning authorities in the matter of according sanctions for grants-in-aid.

(a) (1) Unless in any case Government directs otherwise, every order sanctioning a grant should specify clearly the object for which it is given and the conditions, if any, attached to the grant. In the case of non-recurring grants for specified objects, the order should also specify the time-limit within which the grant or each installment of it is to be spent.

(2) Only so much of the grant should be paid during any financial year as is likely to be expended during that year. In the case of grants for specific works or services such as buildings, water-supply schemes and the like, the sanctioning authority should use its discretion in authority payments according to the needs of the work.

The authority signing or countersigning a bill for grants-in-aid under Subsidiary Treasury Rules 4.4 and 4.71 should see that money is not drawn in advance of requirements. There should be no occasion for a rush for payment of these grants in the month of March.

(3) Before a grant is paid to any public body or institution, the sanctioning authority should as far as possible insist on obtaining an audited statement of the account of the body, or institution concerned in order to see that the grant-in-aid is justified by the financial position of the guarantee and to ensure that any previous grant was spent for the purpose for which it was intended. It is not essential for this purpose, however, that the accounts should be audited in every case by the Audit Department and it will be sufficient, therefore, if the accounts are certified as correct by a Registered Accountant or other recognised body of auditors. In the case of small institutions, which cannot afford to obtain the services of a Registered Accountant or other registered body of auditors, the sanctioning authority may exercise its discretion of exempting any such institution from the submission of accounts audited in this fashion.

The authority sanctioning a grant, while communicating the sanction to the Accountant-General should state whether the audited statement of accounts has been received when required, or whether the grantee has been exempted from submitting the statement.

Note.— This order applies both to non-official institutions and to semi-official ones, such as Public Clubs, etc.

(b) In cases in which conditions are attached to the utilisation of grant in the form of specification of particular objects of expenditure or the time within which the money must be spent, or otherwise the departmental officer on whose signature or countersignature the grant-in-aid bill was drawn should be primarily responsible for certifying to the Accountant-General, where necessary, the fulfilment of the conditions attaching to the grant, unless there is any special rule or order to the contrary. The certificate should be furnished in such form and at such interval as may be agreed between the Accountant-General and the Head of the Department concerned. Before recording the certificate the certifying officer should take steps to satisfy himself that the conditions on which the grant was sanctioned have been or are being fulfilled. For this purpose he may require the submission to him at suitable intervals of such reports, statements, etc. in respect of the expenditure from the grant as may be considered necessary. Where the accounts of expenditure, from the grant are inspected or audited locally, the inspection or audit report, as the case may be, will either include a certificate that the conditions attaching to the grant have been or are being fulfilled or will give details of the breaches of those conditions.

(c) Unless it is otherwise ordered by Government every grant made for a specific object is subject to the implied conditions. –

- (i) that the grant will be spent upon the object with a reasonable time, if no time limit has been fixed by the sanctioning authority ; and
- (ii) that any portion of the amount which is not ultimately required for expenditure upon that object should be duly surrendered to Government.

(d) The annual reports and accounts of private and voluntary organisations receiving recurring grant-in-aid to the tune of five lakh rupees and above shall be laid on the table of the Punjab Vidhan Sabha within nine months of the close of the financial year of the institution receiving the grant-in-aid. In the case of private and voluntary organisations receiving grant-in-aid of one lakh rupees and below five lakh rupees, all the departments of the Government shall include in their Annual Reports a statement showing the quantum of funds provided to each of the aforesaid organisations and the purpose for which grants-in-aid were utilised for the information of the Council of Ministers of the Governor-in-Council, as the case may be.

8.14-A. In order to ensure that the grants-in-aid are not disbursed to the local bodies before they are required by them, the instructions given below should be observed:-

(a) Grants-in-aid, other than those relating to works to be executed, through the agency of the Department of Public Works :-

- (1) The sanctioning authority will issue the necessary letter of authority to the Accountant-General, or the Treasury Officer, as the case may be, for the payment of the amount required for immediate disbursement.
- (2) The letter of authority will contain instructions that no drawal shall be allowed except on a regular bill signed by the President or the Chairman of the Local Body concerned and countersigned by a Government employee named in the letter of authority.
- (3) The Government employee so named shall be responsible for satisfying himself that the money is not drawn by the local body in advance of requirements. He shall not, therefore, countersign the bill unless it is supported by the actual bill of contractors or suppliers.

(b) For the grants-in-aid to local bodies for works to be executed through the agency of the Department of Public Works –

- (1) The orders sanctioning the grants-in-aid to the local body and requiring the Department of Public Works to execute the work on behalf of the local body as a

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contribution work shall be issued simultaneously and the local body shall be informed accordingly.

- (2) The sanctioning authority will issue the letter of authority to the Accountant-General or to the Treasury Officer, as the case may be, for the payment of the amount required for immediate disbursement.
- (3) The letter of authority will contain instructions that no drawal shall be allowed except on a bill presented by the local body and made payable by transfer credit to "Public Works Deposits"

Note.— Grants-in-aid to local bodies, private associations, etc., unconnected with Government are made for various purposes. Some of these grants are recurring and are paid year after year and other are merely lump sum grants to be paid for a definite number of years and then stopped. In the case of such grants-in-aid the Head of the Department, when the total grant for the entire head is communicated to him at the commencement of the year, should issue definite orders authorising the Accountant-General to disburse each such grants-in-aid included in his estimates. This would give him an opportunity of reviewing the grants and of deciding whether they are to be continued or not and thereby avoid the real danger of grants being paid automatically year after year even after their justification has ceased.

V. RECORD OF CONTINGENT EXPENDITURE —

CONTINGENT REGISTER

8.15. A register of contingent expenditure shall be kept in each office, and the initials of the head of the office or of a Group 'A' or Group 'B' Government employee to whom this duty has been delegated by him (See rule 8.25 below) shall be entered against the date of payment of each item.

This register will be in P.F.R. Form 10. The actual details such as the number of columns to be opened, the sub-heads and detailed heads and such further detailed classification as may be required for purpose of control, will be settled by the Accountant-General and the controlling authority to send the conditions of each department and office. As a general rule the most common sub-heads and detailed heads may have separate columns with appropriation noted at the top. The less important and trivial items may be lumped together in one column when each of the separate items need not be accounted for or watched separately. Any charge falling under any of the separate columns, but requiring explanation may be described in the column headed "Description" though the amount of it is entered only in its special column, and the same "Description" column will serve also for note of the month or period to which any recurring charges (e.g., rent or pay any of Punkha Pullers) entered in the other columns belong.

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Note 1.—If more convenient, a separate register may be maintained for each class of contingent charges (see rule 8.2).

Note 2.—If during the absence of the head of the office and of the Government employee to whom this duty has been delegated the entries have been initialled by a Group 'C' Government employee, the register must be reviewed and the entries re-initialled by the head of the office or such Group 'A' or Group 'B' Government employee on return to headquarters.

Note 3.—When any sub-vouchers which should accompany a contingent bill are to follow a note to this effect should invariably be made in the "Remarks" column of the Contingent Register in order that the necessity for furnishing these vouchers as early as possible may not be overlooked.

Note 4.—The contingent register maintained under this rule gives full information in respect of contingent charges. It is, therefore, not necessary to prepare and preserve office copies of contingent bills.

8.16. As each payment is made, entries must be made in the contingent register of the date of payment, the name of payee and the number of sub-vouchers in the three columns to the left, and the amount in the proper column; and in the case of any charge requiring explanation, the initials of the officer incurring it shall be taken against the description.

Note.—Regarding the entries to be made in the final columns, see rule 8.11.

8.17. To enable the disbursing officer to watch the progress of the expenditure under each detailed head, as compared with the budget appropriation for it, a progressive total of all the columns must be made monthly, immediately after the monthly total, so as to include all payments under each head, as also charges adjusted by book transfer (See rule 8.21) from the commencement of the year up to the end of the last expired month.

The charges relating to two or more major heads are not to be shown in one register nor included in one bill. But expenses which are shared in some fixed proportion between two branches of the same office may, unless they are reviewed by different authorities, appear in one bill. In such a case, the joint grant (vide Subsidiary Treasury Rule 4.45) may be entered in one register only for the purposes of control, the account adjustment being left to the Accountant-General.

Note.—See also Subsidiary Treasury Rule 4.46.

VI. PURCHASE OF SERVICE POSTAGE STAMPS

8.18. The following procedure should be adopted by Government employee for obtaining service postage stamps from treasuries and for the adjustment of their value:—

- (i) Government employee who draw money from the treasury on contingent bills. — A bill in Form S.T.R. 33 should be prepared by the departmental officer when he required service postage stamps. The bills should contain the acknowledgement of

the drawing officer of the receipt of the stamps indented for and should in other respects be treated in the same way as a contingent bill for drawing cash from the treasury. The Treasury Officer should pass the bill for payment by transfer, have the stamps issued, and enter the amount in the list of payments, crediting the value of the stamps in the same manner as if cash were realised.

- (ii) Government employees, who draw money by cheques from treasuries. Cheques to be presented in payment of the value of service stamps should be drawn in favour of the officer/official designation (without name) who supplies the stamps, whether they are drawn by the officer who indents for the stamps or by a departmental officer on the indenting officer's requisition. (See Subsidiary Treasury Rule 4.15 regarding the method of crossing such cheques).

Note 1.— Cheques drawn for obtaining stamps from treasuries are not subject to any minimum limit.

Note 2.— Service postage stamps should be issued to the Railway Account Officers immediately when the Treasury Officer accepts the cheque and the accompanying challan 7; the Railway authorities should not be required to obtain the receipted challan from the bank where the treasury business is conducted by the bank before issuing the service postage stamps.

The cheque should be sent to the bank by the Treasury Officer for collection with instruction that its amount should be credited in the bank's daily scroll under the head "Post Office-Sale of Service Postage Stamps".

VII PAYMENTS FOR ARTICLES ORDERED DIRECT FROM THE UNITED KINGDOM

8.19. Payments for articles obtained by a direct order from private firms and individuals in the United Kingdom can be made only through the High Commissioner for India or as prescribed by Government of India. The Government employee desiring such a payment should, as soon as all the formalities necessary in connection with the receipt, inspection and verification of articles have been completed, forward the firm's bill in original to the Accountant-General for audit and payment, particular care should be taken to ensure that no double payment is authorised in respect of the same claim.

The Accountant-General when making remittances to the High Commissioner will endorse to the Government employee concerned a copy of his letter of authority (in form S.Y. 289-D) addressed to supplying firms.

Bills for stores ordered by Government employees in India direct from firms abroad on f.o.b. basis subject to inspection by the Director-General, India Stores Department, London, may, however, be paid by the High Commissioner. In such cases the purchasing Government employees, may, if they consider it desirable authorise the suppliers to submit their bills to the Director-General, India Stores Department, London, who will certify that the stores referred to therein have been inspected by him and dispatched under his arrangement. After verification the

Director-General will pass them on to the High Commissioner for payment. Such payments are passed on to the Accountant General through the Remittance Account supported by the supplier's bills duly certified by the Director-General, India Stores Department, London.

Note 1.— Special care should be exercised by the purchasing Government employee in differentiating the articles purchased through the agency of the Director-General of Stores, India Stores Department, London, from those merely delivered to or shipped through his agency. In the former case payment cannot be made from India; whereas in the latter case procedure prescribed above should be observed.

Note 2.— The procedure laid down in this rule should be followed *mutatis mutandis* in the case of other payments, e.g. those chargeable to the estimates for a work be made direct to a party in the United Kingdom.

VIII. INSPECTING OFFICERS BILLS

8.20. An inspecting officer who is not authorised to take advances on account of officer contingent charges should provide himself with a portion of his permanent advance and recoup himself from time to time by presenting at the different treasuries or offices of disbursement contingent bills, in the ordinary form.

In the case of countersigned contingent charges, one detailed bill may adjust money drawn at more than one treasury, details of places of payment of the several encashed bills, as well as their dates and amounts being noted at foot of the bill. The amounts drawn must be taken as final payments, and not as advances.

IX. INTER DEPARTMENTAL TRANSFERS

8.21. In the case of work done by a Government factory (such as jail, mint, workshop) as also in other cases in which inter-departmental adjustments are permissible (See Appendix 2) the Government employee in charge shall if the adjustment is to be made by book transfer, prepare an invoice of the quantity and price of the work done, and forward it in triplicate to the Government employee served, who, on approving the invoice, will countersign all and return one copy to the supplying Government employee. Another copy he will file in his own office, and the third he will attach to his contingent bill for the current month, noting the amount in the statement of account at foot, in order to work out the available balance of his grant, but not including it as a disbursement among the charges of his bill. Before dispatching his monthly bill, he must post the amount of the work bill in his contingent register and include it in the forward total, in order that he may agree to forward total with that shown in the statement of account on his contingent bills. In the register of the countersigning officer the amount of such a bill must in like manner be separately entered. Such invoices shall never be retained by the countersigning officer.

Note 1.— The Government employee served cannot charge the amount in his contingent bill, as no cash payment is made but only a book adjustment is made in the Account Office; but the amount available for contingent expenditure is reduced, and so to work out the available balance note is made in the register of the contingent expenditure and in the statement of account at foot of the bill.

Note 2.— One of the invoices returned to the Supplying Government employee by the Government employee supplied should have a note, in red ink, entered therein, showing in what month's Departmental Return credit has been taken for the value of the supply, and it should then be forwarded by the former to the Accountant-General, who will adjust the amount in his books.

Note 3.— When an abstract or detailed bill includes any charge on account of work bills and such bills are not attached to it, a note should be made on it stating the particular bill to which the work bills have been attached.

Note 4.— In case Superintendents of Jails delay in sending their work bills for March (or any other month of which the cost has not been adjusted later than the 10th of April following) Government employees supplied should remind them, so that the charges may be adjusted in that year's accounts and the submission of detailed bills may not be delayed beyond 15th April.

Disbursing Officers should attach to their detailed bills for March a certificate to the effect that they have accounted for, in that or in previous months detailed bills, the cost of all Jails supplies made to them up to 31st March.

Controlling Officer should not countersign and forward to the Accountant-General any detailed bill for March unless it is accompanied by the certificate prescribed above. At the same time they should dispatch the bill so as to reach the Account office not later than the 25th of April.

Note 5.— All waste paper should be carefully stored and sent periodically to the nearest paper-making jail, provided the price paid by the Jail of the paper is sufficient to cover the cost of carriage.

The amount of the Waste Paper Bill, when adjusted by transfer, should be entered in the Departmental Return for the same month in which the bill has been sent to the Account Office after obtaining the countersignature of the Superintendent of Jails irrespective of the month in which the supply has actually been made.

Note 6.— In the case of Forest Department the cost of the supplies has to be adjusted in the compiled accounts submitted to the audit office. A Government employee of this department receiving stores will adjust the amount of the invoice in his accounts by crediting it to the supplying Government employee and debiting it to the service head concerned and will send the third copy of the invoice to the Audit Office in support of the entry in his accounts. Similarly, if he happens to be the supplying Government employee he will charge the amount expended in his accounts as a debit to the Government employee supplied and send the countersigned invoice to the Audit Office as a voucher for the expenditure.

Note 7.— Bills for telephone charges are forwarded in duplicate and not in triplicate to the Government employee served who, on approving the bill, will countersign both and return one copy to the supplying Government employee. The other copy he will submit with the contingent bill to the Audit Office after making the necessary notes in his contingent register.

Note 8.— The following instructions should be printed on all forms of invoices for the supply of store, etc. and the Government employee served should be required to comply with them before accepting a bill :-

"It is essential for accounting purposes that the entries below be filled in. Failure to do so will result in unnecessary delay and return of this invoice for compliance:—

- (1) Head of charge (Major and Sub-head, primary and Secondary unit)
- (2) Month and year to which charge relates
- (3) Designation of the Accounts Officer to whom the charge is debitable
- (4) Name of the State to which debitable

Note 9.—Bills are submitted in quadruplicate by supplier to Inspecting Officer of the Indian Stores Department. The latter, after completion of certificate No. 1 on the bill, retains the quadruplicate copy for record in his office and passes on three copies to the consignee. The consignee completes certificate No. 2 on the bill and keeping the triplicate copy for his office record, sends two copies (the original and duplicate) to the Audit Officer, Indian Stores Department, for payment. On receipt of the two copies, the Audit Officer, records necessary payment order on the original copy, issues cheques to the suppliers in payment and then raises necessary debit against the Accounts Officer of the consignee, the duplicate copy being sent to the Accounts Officer in support of the debit. The original copy is essentially necessary in the office of the Audit Officer, Indian Stores Department, as payment order cannot be recorded on any other copy.

In the case of such bills, the particulars and amount thereof should be noted in the memorandum of expenditure in the contingent bill, which need not be supported by a copy of the bill as is required in the case of either work bills.

8.22. Government commercial concerns in the Punjab have been permitted to settle their accounts with other departments by the method of making actual payments, instead of by book transfer as laid down in Paragraph 15 of Appendix 2. This system will apply both in the case of payments to be made to the concerns, and in the case of payments to be made by the concerns, and in the case by other departments for services rendered or supplies made. In both cases the payments will be made by cheques, demand drafts or by the electronic payment system. Payment in cash is prohibited altogether. Cheques or demand drafts should be crossed and marked "not negotiable Accounts Payee only" so as to ensure credit of the sale-proceeds of the cheques, etc., to a Government head of account at the treasury.

X. EXPENDITURE FOR OTHER GOVERNMENT EMPLOYEES

8.23. Omitted

XI. RESPONSIBILITY OF DRAWING OFFICERS

8 24. The responsibility of drawing officers is determined by the provisions of rule 2.31. The drawing officer is further responsible for seeing that the rules regarding the preparation of bills are carefully observed and that in the case of contract contingencies, the expenditure does not cause any excess over the amount fixed therefor. He is also to see that all steps have been taken with a view to obtaining an additional appropriation if the original appropriation has either been exceeded or is likely to be exceeded.

8.25. Where there is more than one Group 'A' or Group 'B' Government employee attached to an office the head of the office may delegate to a Group 'A' or Group 'B' Government employee subordinate to him the immediate responsibility for the supervision of the contingent bills and registers and checking and cancelling the vouchers. The delegation of power will not, however, relieve the head of the office of the responsibility of seeing that the grants placed at his disposal are disbursed in a proper manner and under due authority. With the extension of the system of contract grant the control of expenditure rests chiefly on him and it is important that he should make use of the authority delegate with due caution.

Note 1.— The disbursing officers are responsible for checking expenditure in cases where an annual limit is imposed on their spending powers. The audit will be satisfied if the disbursing officer merely furnishes a certificate either on the bill itself or separately whenever such a charge is sanctioned or incurred, to the effect that the total charges so far incurred during the year do not exceed the prescribed annual limit.

Note 2.— Omitted.

XII. RESPONSIBILITY OF CONTROLLING OFFICERS

8.26. It is the responsibility of the countersigning officer to see that items of expenditure included in a contingent bill are of obvious necessity, and are at fair and reasonable rates; that previous sanction for any item requiring it, is attached, that the requisite vouchers are all received and in order ; that the calculations are correct and specially that the grants have not been exceeded nor are they likely to be exceeded, and that the Accountant-General has been informed either by a note on the bill or otherwise of the reason for any excess over the monthly proportion of the appropriation. If expenditure be progressing too rapidly he should communicate with the drawing officer and insist on its being checked.

CHAPTER IX

Miscellaneous Charges

I. REFUNDS

9.1. (a) Subject to the provisions of the relevant Acts and rules made thereunder a competent authority may accord sanction to a refund of revenue which may either be given on the vouchers itself or quoted in it, a certified copy being attached when such orders are not separately communicated to the Accountant-General.

(b) Refunds of revenue are broadly classified as :

- (i) refunds to which the claimants are legally entitled ; and
- (ii) refunds which are made ex-gratia Government being under no legal obligation to make them.

Note 1.— Refunds of revenue are not registered as expenditure for purposes of grants or appropriation.

Note 2.— Remissions of revenue allowed before collection are treated as reductions of demands and cash payments of revenue after collection as refunds.

(c) No check can be exercised over refunds of revenue in the Account Office, except in cases where full details of the collections of such revenue are received in that office, either through the treasury accounts or other documents, e.g., Fine statements. It is, therefore, essential that every refund should be noted against the original credit in the departmental accounts or other documents in which the money received are entered in detail and a certificate of such a note having been made must be given in all vouchers for refunds.

9.2. Refunds of stamps by Courts can be made in the same way as refunds of fines. Refunds by District Officers are regulated by departmental rules.

9.2.-A. (a) Refunds of passport fees should be allowed in cases where the application for a passport is withdrawn before it reaches the State Government.

(b) Refunds are allowed on Court Fee Stamps affixed to passport applications which are rejected by Government. There is no time-limit for allowing such refunds on this account.

9.3. Before a remission or refund of any kind, otherwise in order, is allowed, the original demand or realization, as the case may be, must be traced and a reference to the remission or repayment should be so recorded against the original entry in the cash book or other document as to make the entertainment of a double or erroneous claim impossible. Any acknowledgement previously granted should, if possible, be taken back, and destroyed and a note of the repayment recorded on the counterfoil of the receipt.

Note 1.— As a precaution against double refunds of land revenue or other receipts the details of which are not furnished to the Accountant-General, the amount and the date of each such refund should be noted by the Treasury Officer against the original item of credit in the Treasury Receipt Register or in the cash book if the item has not been credited in a separate receipt register.

Note 2.— Payments on account of refunds should be recorded by the Treasury Officer in a register in Form PFR 14. In the column "Miscellaneous Refunds" only those items will be entered which cannot be recorded under any other column in the form.

Note 3.— A collector or other Government employee concerned should on passing an order of refund at once issue to the payee a refund order combined with a notice inviting the persons to whom the refund is to be made to receive payment at the treasury.

Note 4.— There is no objection to the payment of the refund vouchers of revenue deposit through a recognised bank in whose favour they are endorsed by the payee.

II. COMPENSATION FOR LAND

9.4. The procedure to be observed for the payment of compensation for land taken up for public purposes is regulated by the Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013 (Act No. 30 of 2013) and the policy specified in this behalf by the Department of Revenue.

Note.— See also notes below paragraph 8 of Appendix 2 of Punjab Financial Rules, Volume II.

9.5. In cases where landed property is acquired by Government by voluntary agreement, the department concerned should be careful to see that in order to avoid any possible claims for interest, payment is made before or immediately after taking possession. If for any reason, this course is impracticable, the circumstances of the case should be reported through the Commissioner and Financial Commissioner, for the information of Government. All preliminaries to acquisition, such as examination of title deeds, etc. should be completed before possession is taken.

CHAPTER X

Loans and Advances

I. GENERAL

(i) SANCTIONS

10.1. A competent authority may sanction loans and advances to private individuals, local bodies, Co-operative Societies and Government employee for the purposes and subject to the conditions specified in the following rules.

(ii) ESTIMATES

10.2. Provision should be made in the Budget for all loans and advances which can be foreseen; a timely estimate both of the advances and of the recoveries of the coming year should, therefore, be made in accordance with the provisions of the Punjab Budget Manual.

II. LOANS TO LOCAL BODIES REVENUE ADVANCES, ETC.

(i) ISSUE OF LOAN MONEY

10.3. Unless in any case Government direct otherwise, the issue of loan money shall be governed by the following rules;

- (i) Every loan granted to a Municipality, Co-operative Societies or a Corporation will be recorded in the books of the Accountant-General and no part of it can be issued except under his authority (see the Rule 419 of the Punjab Treasury Rules).
- (ii) No department or Government employee may incur any expenditure or any liabilities against a sanctioned loan, unless a statement in writing is first obtained from the Accountant-General that the amount is available out of such loan and has been placed by him in a separate account so as to be available for the proposed expenditure.
- (iii) The Accountant-General before furnishing the statement mentioned in the preceding clause, will ascertain that the Municipality or other party responsible for the loan has assented to the arrangement or that it is distinctly stated by the Government among the terms of the loan.
- (iv) Funds spent under clause (ii) shall reckon for interest as if they were drawn on the last day of the month in the accounts of which they are included by the spending department or Government employee.

(ii) CONDITIONS OF REPAYMENT

10.4. Loans and advances are usually made to local bodies under the following rules:

- (a) A specific term should be fixed which should be as short as possible, within which each loan or advance should be fully repaid with interest due. The term may in very special cases extended to 30 years.
- (b) The term is to be calculated from the date on which the loan is completely taken up or declared by the competent authority to be closed.
- (c) The repayment of loans should be effected by instalments which should ordinarily be fixed on a half-yearly or yearly basis, due dates for payment being specially provided.
- (d) Instalments paid before the due date will be taken entirely to principal unless, of course, any interest for a preceding period is overdue.

Note 1.—When a loan of public money is taken out in instalments the first half-yearly repayment should not be demanded until six months after the last instalment is taken; meanwhile simple interest only should be realised. But, should it appear that there is undue delay on the part of the debtor in taking out the last instalment of a loan, the Government may, at any time, declare the loan closed and order repayment of capital to begin. The Accountant - General will bring to notice any delay that appears to him to require this remedy and he will take the step whether there are any dates fixed for the taking of instalments or not.

Note 2.—If, in any case, dates have been fixed for the payment of interest, or the repayment of instalments of debt, then such repayment should not begin, until the second of the half-yearly dates so fixed, after the loan has been completely taken up, simple interest only recovered on the first half - yearly date after the completion of the loan. For example, supposing a loan the interest on which is recoverable half-yearly to be completely taken up on 31st March and the interest to be payable on 30th June and 31st December, the first half-yearly instalment in repayment of principal will not be due until 31st December following. Simple interest only will be due on the intermediate 30th June.

Note 3.—Notes 1 and 2 are applicable mutatis mutandis to loans the repayments of which are made by other half-yearly instalments.

Note 4.—It must be remembered that the calculation fixing the amount of equal periodical instalments, by which an advance is repaid with interest, presupposes punctual payment of the instalments and that, if any instalment is not punctually repaid, the fixed instalment will not in the end discharge the loan.

(iii) INTEREST

10.5. (i) Interest should be charged at the rate provided by Government for any particular loan or for the class of loan concerned.

(ii) A loan bears interest for the day of advance, but not for the day of repayment. Interest for any shorter period than a complete half year should be

Calculated as " $\frac{\text{Number of days} \times \text{yearly rate of interest}}{365}$ " unless any other method of

calculations is prescribed in any particular case or class of cases. The amount of interest received should be credited to the head 0049—Interest Receipts—04 Interest Receipts of State Government.

(iv) DEFAULTS IN PAYMENT

10.6. Borrowers should be required to adhere strictly to the terms settled for the loans made to them. Modifications of those terms in their favour can be made subsequently only for very special reasons.

10.7. (a) Any default in the payment of interest upon a loan or advance or in the payment of the principal, will be promptly reported by the Accountant-General to Government. On receipt of such a report the Government should immediately take steps to get the default remedied.

Note.—The responsibility of the Accountant-General under this rule refers only to the loans the detailed accounts for which are kept up by him.

(b) The authority which sanctions a loan may, in so far as the law allows, enforce a penal rate of compound interest upon all overdue instalments of interest, or principal and interest. If a penal rate is enforced, it should not be less than 8 percent per annum.

(v) PLUS AND MINUS MEMORANDUM MAINTAINED AT TREASURIES IN CONNECTION WITH REVENUE ADVANCES

10.8. If a Government employee authorised to make revenue advances desires to question the accuracy of the plus and minus memorandum of loans and advances maintained at the treasury in which transactions of each loan are separately recorded (vide Article 90 and 110 of Account Code, Volume II) he must address the Accountant-General and satisfy him as to its incorrectness and ask him to correct it. Every Government employee should, therefore, see that the debits and credits made to his account accurately correspond with those which enter his own registers and returns. If he is not the District Officer, he should obtain from the treasury a copy of the plus and minus memorandum with which he is concerned. Special care should be taken in paying recoveries into the treasury to show the amount of interest and of principal separately so that they may be separately credited in the treasury accounts, as the former must not, and the latter must be, credited in the treasury plus and minus memorandum of loans and advances.

Note.—In the case of Tacavi advances recoveries effected in one district on account of advances made in another district, should not be included in the plus and minus memorandum of the treasury in which the recovery is effected but shown separately as distinct items in the miscellaneous portion of the cash account, the intimation of the recovery being at the same time sent to the District Treasury Officer who has made the advance so that he may “include” it in his plus and minus memorandum. Recoveries on account of Public Works Tacavi advances should be shown distinctly in the schedule of unclassified items appended to the cash account.

(vi) REVENUE DEPARTMENT RETURNS

10.9. (a) With every return of revenue advances made to the Revenue Authorities a memorandum should be submitted setting forth the figures of the treasury plus and minus account, and agreeing them with the figures of the return.

(b) The Accountant-General will at the close of every half-year’s accounts, send to the Financial Commissioner as the Chief Revenue Controlling Authority a return in such form as may be agreed upon, showing the figures that pass upon the books in respect of revenue advances. The object of the statement is to enable the Chief Revenue Authority to check the reconciliation prescribed in clause (a).

(vii) IRRECOVERABLE LOANS AND ADVANCES

10.10. A competent authority may remit or write off any advances which may be found irrecoverable or otherwise. Such loans or advances should be debited to the State Revenues by per contra credit to the loan or advance account concerned.

See note 2 below Rule 18.4.

10.11. In respect of Revenue or other advances for the detailed control, accounting and supervision of which departmental offices are responsible, it is the duty of the departmental authorities concerned as soon as any such advance is ascertained to be irrecoverable, to take necessary steps to get it written off the accounts under the sanction of competent authority and to advise the Accountant-General, in order that he may make the necessary adjustment in the accounts. Irrecoverable advances written off should, nevertheless, be registered by the Departmental Authorities in a separate account or record, in order that any possible eventual recovery may be made; such recoveries will not affect the treasury plus and minus memorandum, and will be taken as revenue. See also note below Article 90 of Account Code, Volume II.

Note 1.—In the case of Revenue and other advances mentioned in para 12.8 of Punjab Budget Manual, the responsibility for supervision, accounting and control devolves upon the departmental authorities and detailed rules and instructions governing them are contained in the Departmental regulation (Punjab Government U.O. No. 6568-FR-52, dated 11th September, 1952).

Note 2.—In the case of the loans to private individuals or private parties under any scheme, the detailed accounts of such loans shall be maintained by the departmental authorities concerned instead of the Accountant-

detailed accounts and watch the recovery, and the fulfilment of the conditions in the case of loans to the institutions and organizations, etc.

(viii) ANNUAL REVIEW

10.12. An annual report upon outstanding loans and advances will be submitted by the Accountant-General for review by the Government.

III. LOANS AND ADVANCES TO GOVERNMENT EMPLOYEES

Note.—It is not permissible to sanction loan or advance to a Government employee which involves a breach of any of the canons of financial propriety (see rule 2.10). In any case in which a cash grant would be within the powers of sanction of a particular authority, the grant of an advance not exceeding the cash grant will not require the sanction of a higher authority.

(i) GENERAL

10.13. Advance for—

- (a) purchase of a plot or a built up house ;
- (b) construction of a house ;
- (c) repayment of a private loan taken for the purchase of a plot, or a built up house;
- (d) repairs and enlargement of a house; and
- (e) purchase of a conveyance;

may be granted in accordance with the terms of these rules to all employees who hold substantive appointment under the Government.

Provided that in the case of a Government employee, who does not hold substantive appointment under the Government but has rendered:—

- (i) at least five years of continuous service; and
- (ii) in the case of an ex-serviceman an aggregate of five years service including military service;

An advance for the purchase of a plot or a built up house, or repayment of a private loan taken for the purchase of a plot, or a built up house and repairs and enlargement of a house may be granted subject to the following conditions that:—

- (a) he does not hold permanent appointment under the Central Government or any other State Government;
- (b) the sanctioning authority is satisfied that he is likely to continue in the service of the Government at least till the house for which the advance is sanctioned is built and/or mortgaged to the Government; and
- (c) in the case of an ex-serviceman he has not drawn any of the aforesaid advances during his military service and it is ensured by the sanctioning authority that the

Recovery of advance along with interest accrued thereon shall be effected during the period of his re-employment to the civil post:

Provided further that advance for the purchase of conveyance may be granted to a Government employee holding substantive post on temporary or officiating basis subject to the conditions that :—

- (i) he furnishes adequate surety of a permanent Government employee in addition to hypothecating his conveyance; and
- (ii) the Department in which the Government employee is working also certifies that such a Government employee will continue in service for a sufficiently long period to enable full recovery of the advance together with interest accrued there on before termination of his service.

Explanation.—For the purposes of this rule, the term ‘substantive appointment’ means appointment on regular basis irrespective of the fact whether it is against a temporary or permanent post and that the appointment is not made as a stop-gap, adhoc or provisional arrangement.

Note 1.—For the purpose of determining the quantum as well as admissibility of various advances pay shall include substantive or officiating pay, personal pay, special pay, dearness pay and family pension.

Note 2.—The amount of advance to be recovered should be fixed in whole rupees except in the case of last instalment where the remaining balance including any fraction of a rupee shall be recovered.

10.13(A). (1) The recovery of loans shall be made in accordance with the norms prescribed under the rules under which loans are sanctioned but the grant of all advances shall be so regulated that the concerned Government employee is able to carry home a minimum of forty percent of the “Gross Salary” which shall include substantive pay, officiating pay, personal pay, special pay, dearness pay and allowances including additional dearness allowance, adhoc relief and local compensatory allowance. To arrive at the “Carry Home Salary” of the concerned employee, the following deductions shall be made from his gross salary:—

- (i) Compulsory Contribution towards Provident Fund as required under the rules. If an employee contributes an amount over and above the minimum prescribed in rules, the excess contribution shall not be taken into account for working out the deductions.
- (ii) Payment of instalments for refund of advances from Provident fund.
- (iii) Payment of income tax.
- (iv) Payment of instalments for refund of advances or loans, already granted under these rules.
- (v) Contribution towards Group Insurance Scheme.

(2) A Government employee whose "Carry Home Salary" falls short of forty percent of his "Gross Salary" at the time of grant of any advance, shall not be eligible for such advance.

10.14. The last pay certificate granted to a Government employee under transfer must specify the original amount of such advances, the amount repaid and the balance together with interest, if any, accrued in accordance with rule 10.15 remaining due.

10.15. The interest on advances shall be charged at such rate as may be fixed by the Government from time to time. The interest shall be calculated on the balances outstanding on the last day of each month. In cases, where, under rule 5.1, pay bills for a month are disbursed before the end of the month, an instalment in repayment of an advance received through the pay bill will be taken as having been refunded on the 1st of the following month, the normal date for disbursement of pay.

Note 1.—The interest shall be rounded off to the nearest rupee that is less than fifty paise be ignored, while fifty paise and above shall be taken as a rupee.

Note 2.—In case the advance is drawn in more than one instalment, the rate of interest applicable shall be determined with reference to the date on which the first instalment is drawn.

Note 3.—No interest shall be charged in the case of those advances which the Government may decide to grant interest-free to its employees.

Note 4.—In cases where the competent authority finds that the loanee has misutilised the loan or has not fulfilled all or any of the conditions of the sanction or has retained the amount of loan beyond the period specified for utilisation, penal interest shall be charged at such rate as the Government may decide from time to time.

Note 5.—No interest shall be charged in respect of the period beyond the date of death of the Government employee.

Note 6.—The responsibility of calculating the interest rests with the Drawing and Disbursing Officer who makes the recovery of the last instalment of the principal amount of loan or advance. In the case of a Government employee on foreign service or on deputation, the interest shall be calculated by the parent department. For calculating the interest the Drawing and Disbursing Officer may, however, obtain the details of the recoveries, if any, made by the previous Drawing and Disbursing Officer, or obtain such particulars from the Audit Office as he may require for this purpose. The Drawing and Disbursing Officer or the Audit Office, as the case may be, shall furnish the necessary particulars. The Audit Office, shall however, check the correctness of interest recovered in post audit.

(ii) HOUSE BUILDING ADVANCES

(a) Advance for Purchase of a Plot and Construction of a House.

10.16. Advances to Government employees for the construction of houses are regulated by the following rules :—

- (i) Advance may be made under proper sanction (vide Rule 10.1) to Government employees who desire to build houses for occupation by themselves in or outside Punjab where they intend to settle down. No advance is ordinarily permissible to

a Government employee who is likely to retire before complete recovery can be effected.

(ii) All such advances must be bonafide required for the purpose of building suitable houses for the personal residence of the Government employees concerned and if the amount of advance is more than what shall be actually expended for the purpose, the surplus shall be refunded to Government.

(iii) The advance should be drawn in two instalments as under—

(1) Fifty per cent of amount sanctioned for Plot and construction thereupon, will be given to the applicant after mortgaging the same with the Government;

(2) Balance 50% will be given on completion of foundation of the house.

The sanctioning authority will satisfy himself after visiting the site that the loanee, actually use the amount of loan for construction of house. On completion of the house he will get completion certificate from approved architect and complete the house as per drawing attached with the application.

Note.—A certificate furnished by the concerned Government employee certifying that the amount drawn has been utilised by him will be a sufficient proof of the amount having been actually utilised.

(iv) Government employees may be allowed advance not exceeding 110 months' pay subject to a maximum of seven lac rupees. The ceiling of Rupees 7.00 lac will also apply where both husband and wife being Government employee jointly build a house or purchase a built up house:

Provided that the Government employees drawing pay not less than nine hundred rupees per month may exercise option not to be governed by the Punjab Financial (8th amendment) Rules, Volume I, 1987.

Note 1.—Not more than one advance for the purchase of built up house, construction of a house and enlargement of a house shall be sanctioned to a Government employee during his entire service. The advance for enlargement of living accommodation in an existing house owned by the Government employee concerned or jointly owned with his/her wife/husband shall, however, be permissible only in the case where the total cost of the existing structure of house and the proposed additions and expansions, excluding the price of land, do not exceed the limit specified in the proviso to clause(iv) of rule 10.16:

Provided that in the case of a Government employee who has not obtained advance for repairs and enlargement of house before the commencement of the Punjab Financial (8th amendment) Rules, Volume I, 1987, such advance shall be allowed to him in accordance with the provisions of clause (iii) of rule 10.19 as substituted by the aforesaid rules.

Note 2.—When two persons jointly build a house i.e. husband and wife, father and son, both being Government employees, each one may be granted separate loan subject to the conditions laid down in these rules and further subject to the condition that the amount of loan so granted to both shall not exceed a maximum limit of seven lac rupees or the estimated cost of construction, whichever is less.

Note 3.—The advance admissible under this rule for the purchase of plot shall be calculated on the basis of the pay drawn by the Government employee at the time he applies for the grant of an advance. Where a Government employee has already obtained an advance for the purchase of a plot, the admissibility of the remaining House Building Advance for the construction of the house shall be calculated on the basis of the pay drawn by the Government employee at the time he applies for the remaining advance for the construction of the house. In the case of a Government employee who has already obtained advance for the purchase of plot either to the admissible extent or less, the admissible advance for the construction of the house shall be calculated on the basis of the pay drawn by the Government employee at the time of the submission of the application by him for the purpose of advance for the construction of the house minus the amount of the advance actually drawn by him for the purchase of plot. The other conditions with relation to the calculation of the extent of the admissible advance shall remain the same.

- (v) Recovery will be made in one hundred and eighty equal monthly instalments from Government employees drawing pay less than nine hundred rupees per month and one hundred and fifty equal monthly instalments from those drawing pay not less than nine hundred rupees from the pay bill of the concerned Government employees. The authority sanctioning the advance may, however, permit any smaller number of instalments if the Government employee receiving the advance so desires. In case the number of instalments once fixed is desired to be altered, the Government employee will be required to execute a fresh mortgage deed altering the amount and number of instalments originally agreed upon. It will not be necessary to re-execute a mortgage deed if the number of instalments was not originally specified. In case the service of the concerned Government employee falls short of the period of the instalments of principal and of interest, the balance amount of instalments may be recovered from the gratuity payable to him at the time of his retirement. For the purpose of determining the gratuity, the emoluments which the Government employee was receiving at the time of sanction of the advance should be taken into account. In case gratuity falls short of the balance amount of instalments due, the monthly instalment will be increased so as to ensure recovery of the balance together with interest in full from gratuity at the time of retirement of the concerned Government employee. In case where the balance amount of instalments cannot be recovered in full even after withholding the payment of the entire amount of death-cum-retirement gratuity admissible to the Government employee concerned, the same may be recovered from the amount due to him on account of leave encashment at the time of retirement. The amount of interest calculated under rule 10.15 will be recovered in one or more instalments, each such instalment being not appreciably greater than the instalment of the principal. The recovery of the interest will commence from the month following that in which the repayment of the principal had been completed. Where a Government employee dies while in service leaving behind wife or husband, as the case may be or unemployed sons, daughters, father, mother, minor brother or sister entirely dependent on him as certified by the Deputy Commissioner concerned and without repaying the loan obtained by

him or any part of it for construction, repair or purchase of plot or house, or interest accrued upon, such loan or part thereof or interest accrued there upon which remains unpaid, shall be written off with the sanction of the competent authority.

- (vi) In order to secure Government from loss consequent on a Government employee dying or quitting the service before complete repayment of the advance, with interest accrued thereon, the house so built, together with the land it stands upon, must be mortgaged to Government by whom the mortgage will be released on liquidation of the full amount due:

Provided that a Government employee who gets advance for the purchase of a house through a Co-operative Group Housing Society shall instead of getting the house mortgaged furnish a personnel bond in Form P.F.R. 16-A an agreement to mortgage the house in Form P.F.R. 15 and a promissory note for repayment of the amount of advance along with the interest at the specified rates.

Note.—The mortgage bond will be prepared in P.F.R. Form 12 or P.F.R. Form 14 as the case may be and the reconveyance in P.F.R. Form 13.

The mortgage bond is exempt from duty chargeable under section 40, clause (b) of Schedule I of the Stamp Act. It should, however, be duly registered.

- (vi-A) (1) A Government employee shall, immediately on completion of the House get the house insured at his own cost with the New India Insurance Company Limited, the Oriental Insurance Company Limited, United India Insurance Company Limited or the National Insurance Company Limited which are under the superintendence and control of the General Insurance Corporation of India, a Government Company formed in accordance with the provisions of the Companies Act, 1956, as laid down under section 9 of the General Insurance Business (Nationalisation) Act, 1972, against damage by fire, flood and lightning for a sum not less than the amount of advance obtained from the Government and shall keep the house so insured till the advance together with interest is fully repaid and shall deposit the insurance policy with the Government:

Provided that if the Government employee fails to get the house insured as aforesaid, it shall be lawful, but not obligatory, for the Government to get the house insured at the cost of the Government employee and to add the amount of premium paid to the outstanding amount of the advance as if the amount of premium has been given to him as part of the advance and also to charge interest thereon at such rate of interest at which the advance has been granted to him, till such time the amount of premium is repaid to the Government.

- (2) The Government employee shall pay the premium of the insurance policy regularly and produce the premium receipt for inspection to the Head of Office or Head of Department, as the case may be.
- (3) The Head of Office or Head of Department, as the case may be shall obtain from the Government employee a letter in the form hereunder specified addressed to the New India Insurance Company Limited, the United India Insurance Company Limited, the Oriental Insurance Company Limited or the National Insurance Company Limited requesting it to notify also in the insurance policy the clauses given in the said letter. The Head of Office or Head of Department, as the case may be, shall forward the letter to the concerned aforesaid company and obtain acknowledgement thereof.

Provided that in case the insurance is effected on annual basis, the aforesaid process of getting the letter from the Government employee shall be repeated every year until the advance along with amount of premium, if any, or interest is fully repaid to Government.

FORM OF LETTER FOR INTIMATING TO THE _____ (Name of Company) GOVERNMENT'S INTEREST IN INSURANCE POLICIES OF HOUSES CONSTRUCTED WITH ADVANCE ADMISSIBLE UNDER THE RULES.

From: _____

To _____

 _____ (Through the (Name of
 Company) Head of Office/
 Dear Sir, Department)

I am to inform you that the Government of Punjab is interested in the House Insurance Policy No. _____ issued and to request that following clauses may be inserted in the Policy.

"Form of clauses to be inserted in the Insurance Policy"

1. It is hereby declared and agreed that Shri _____ (the owner of house bearing No. _____ herein after referred to as "Insured" in the Schedule to this policy) has mortgaged the house to the **Governor of Punjab** (herein after called the Governor) as security for an advance for the construction or purchase of the house and it is further declared and agreed that the Government is interested in any monies which but for this endorsement be payable to the said Shri _____ (the insured under this policy) in respect of loss or damage to the said house (which loss or damage is not made good by repairs, restoration or replacement) and such monies shall be paid to the Government as long as it is the mortgagee of the house and its receipt shall be full and final discharge to the (Name of the Company) _____ in respect of such loss or damage.

2. Save as by this endorsement expressly agreed, nothing herein shall modify or effect the rights or liabilities of the insured or the (Name of Company) respectively, under or in connection with this policy or any term, provision or condition thereof".

Place:
 Date:

Yours faithfully,

Forwarded. The receipt of the letter may kindly be acknowledged. It is also requested that the undersigned may kindly be informed whenever any claim is paid under the policy and also if the premium is not paid periodically for renewal.

(Designation)
 (Head of Office/
 Department)

- (vii) The Government employee must satisfy the sanctioning authority regarding his title to the land upon which the house is or is proposed to be built:

Provided that where the land on which the house is proposed to be built with the help of advance is solely owned by the wife, husband, father, mother, son or daughter of the Government employee or is owned by the Government employee jointly with his wife, her husband, father, mother, son or daughter the advance may be sanctioned on the presentation by such owner or owners as the case may be, of an affidavit to the effect that he/she is the owner or they are the owners of the said land and the same will be mortgaged in favour of the Government of Punjab as and when so required, and the Government employee will give an undertaking for the repayment of the advance :

Provided further that if such land is owned by the Government employee jointly with his wife, her husband, father, mother, son or daughter, the advance to the Government employee will be released only after the owners of the land have executed the mortgage deed –

- (a) in Form PFR 14-A, if the land is lease hold ; or
- (b) in Form PFR 12-A, if the land is free hold ;

Provided further that if such land is solely owned by the wife, husband, father, mother, son or daughter of the Government employee, the advance to the Government employee will be released only after the owner of land has executed the mortgage deed and the Government employee has given the undertaking –

- (a) in Form PFR 14-B, if the land is lease hold ; or
- (b) in Form PFR 12-B, if the land is free hold.

Note 1.– This rule does not preclude the grant of an advance to a person who does not possess full proprietary right in the land upon which he intends to build, provided the sanctioning authority is satisfied that the applicant has a lease of which the unexpired portion is of a term and value sufficient to justify the grant of the advance and that there is no danger of the lease lapsing or of Government being unable to dispose of it, should it become necessary to foreclose the mortgage. In examining the mortgagor's title care should be taken to see that the lease does not prevent any subdemise by the lessee (the mortgagor). The mortgage bond in such cases will be prepared in P.F.R. Form 14.

In cases in which ground rent, municipal taxes and similar dues are payable to local authorities on account of land taken on lease, the sanctioning authority may, at its discretion, ask the Government employee taking the advance to produce for inspection receipts for these payments within fifteen days of their falling due. If the sanctioning authority finds that such dues have not been paid by the borrower

steps may be taken to recover the said dues including interest thereon, if any, from the pay of the Government employee concerned for payment to the parties concerned.

Note 2.— The applicant's title to the property should be examined by the sanctioning authority before the advance is actually paid, and in cases where there is any doubt as to the validity of that title, the Revenue and Registration authorities, or if technical legal advice is necessary, the Legal Remembrance should be consulted. It should be seen that in the case of a house building advance, he has undisputed title to the land on which it is proposed to build and that in case of an advance for the purchase of a house, he will obtain such title as soon as the purchase price is paid; that there will be no legal obstacle in either case to the property being mortgaged to Government and the Government will have the right of foreclosing on the conditions mentioned in the mortgaged bond.

Note 3.— The Head of the office in case of Group 'C' and Group 'D' Government employee and the controlling officer in case of Group 'A' and Group 'B' Government employee should attach a certificate with the bill for drawing the first instalment of the advance to the effect that mortgage deed in P.F.R. Form 12 or P.F.R. Form 14, as the case may be, has been executed by the Government employee, taking the advance and that it has been duly registered.

(vii-a) A Government employee who has obtained the advance from the Government may, with the prior permission of Head of Department, be allowed to create a second charge on house mortgaged to Government for obtaining loan from any of the following financial institutions for meeting the balance cost of the house, namely:—

- (a) The banking institutions including co-operative banks;
- (b) The Financial Corporations set up by the Government which provide loans for house constructions;
- (c) The Apex Co-operative Housing Finance Institutions such as the Punjab State Federation of Co-operative House Building Societies and the Delhi Co-operative Housing Finance Society; and
- (d) The public companies formed and registered in India with the main object of carrying on the business of providing long term finance for construction or purchase of houses of residential purposes, such as the Housing Finance Corporation, Limited:

Provided that total amount of advance obtained from the Government and the amount raised by way of loan from any of the aforesaid financial institutions, taken together, shall not exceed cost ceiling limits as specified in clause (IV).

Note:— The deed creating second charge on the house mortgaged to Government before its execution shall be submitted to the Head of Department for obtaining prior permission under this clause.

- (viii) A Government employee quitting or removed from the station where he has built a house, before the whole amount due has been liquidated will continue to be liable to the deduction of his monthly instalment until the advance with interest accrued thereon has been repaid; but with the special sanction of

Government he may be allowed to dispose of the house, provided he is thereby enabled to clear off at once the whole amount due or to transfer it to any Government employee of his own or higher rank, the future deductions being made from the pay of such Government employee.

- (ix) Applications for advances must be made through the applicant's departmental superior, who will record his option as to the necessity for the assistance solicited. The applicant must certify that the sum is to be expended in building only, and pledge himself that, should there be any surplus funds after the house is completed, they will be at once refunded to Government. See also rule 10.20 infra.

Note.— Advance may also be given, where considered necessary, for the purchase of land on which a house is to be constructed, if the other conditions laid down in this rule are satisfied and the total amount of advance for the purchase of land shall not exceed fifty percent of the total advance admissible for the construction of the house. This advance will be given subject to the condition that land will be purchased within three months from the date of drawal of the advance and in case this is not done the entire amount of the advance together with interest thereon shall be recovered in lump sum. The charges on Stamp Paper and Registration Fee shall also be considered as legitimate and valid expenses in connection with the purchase of a plot while accounting for the utilisation of the House Building Advance.

The Government employees should sign an agreement in P.F.R. Form 15 at the time of taking an advance for the purchase of land and the amount should not exceed what is required for the purpose. A mortgage deed in P.F.R. Form 12 or P.F.R. Form 14 as the case may be, should be executed before any further advance is drawn for the purpose of constructing the house. The mortgage deed must be registered within four months of its execution.

The mortgage bond should be kept in the safe custody of the authority sanctioning the advance and should not be released without a report from the Accountant-General that the advance has been fully repaid.

In order to save Government from loss, the applicant's title to the property should be carefully examined by the sanctioning authority and the instruction laid down in Appendix 13 of P.F.R. Volume II should be followed.

The intention of the terms of agreement in P.F.R. Form 15 will be met if the head of the office satisfies himself that the house is actually begun within five months of the advance being drawn. The departmental superiors of the grantee of the advance should also satisfy themselves that the building operations are completed within 18 months of the date of drawal of the 1st instalment.

In the case of advance taken for the purchase of land only the repayment shall commence from the fourth issue of pay after the advance is taken and in the case of advance taken for the purchase of land and for the construction of a house thereon, the repayment shall commence from the eighth issue of pay. The repayment in each of these two cases shall be completed within eight years.

- (x) In addition to the deeds required to be executed under rules 10.16 and 10.17, the following categories of applicants shall also furnish a surety bond in P.F.R. Form 16 executed by a permanent Government employee of the

State before the sanctioned advance or any part thereof is actually disbursed:—

- (a) all applicants who are not permanent Government employees ;
- (b) all applicants who are due to retire from service within ten years following the date of application for the grant of an advance ; and
- (c) all applicants who are permanent Government employees but are not covered by sub-clause (b) above if they require the advance for the purchase of a ready built house or for repayment of private loan taken for purchase of land for constructing a house or for the purchase of house

Note 1.— The liability of the surety will continue till the house built or purchase is mortgaged with Government or till the advance together with interest due thereon is repaid, whichever is earlier.

Note 2.— Utilisation of the advance for a purpose other than that for which it is sanctioned shall render the Government employee liable to disciplinary action under the Service Rules apart from his being called upon to refund to Government forth with the entire advance drawn by him.

Note 3.— See also below rule 10.13.

- (xi) The house shall be maintained in good repair at his own cost by the Government employee concerned. He shall also keep it free from all encumbrances, and shall continue to pay all the Municipal and other local rates and taxes regularly until the advance has been repaid to Government in full. The Government employee shall furnish an annual certificate to this effect to the Head of Department.
- (xii) After the completion of the house, annual inspection may be carried out by any officer authorised in this behalf by the Head of Department concerned to ensure that it is maintained in good repair until the advance has been repaid in full. The Government employee concerned shall afford full facility for such inspection to the officer deputed for the purpose.

Note.—Furnishing of the false certificate will also render the Government employee concerned liable to suitable disciplinary action apart from his being called upon to refund to Government forthwith the entire advance drawn by him.

(xiii) Advances to Government employees for construction of houses shall not be granted under more than one scheme, i.e. advances or loans should be sanctioned to them either under these rules or under any of the house-building scheme for the time being in vogue.

(b) Advance for purchase of a house.

10.17. An advance may be made to a Government employee in exceptional circumstances, for the purchase of a house including a house allotted by the Housing Board, Chandigarh, under its self financing scheme; the general principles of Rule 10.16 being applicable, and the Government employee being required, in addition to a mortgage deed, to deposit with Government satisfactory evidence of a clear title to the house. See also rule 10.20 *infra*.

Note 1.—An advance drawn under this rule may include not only for the cost of the house purchased but also for the cost of any repairs or improvements which the purchaser of the house may desire to make. The charges on Stamp Paper and Registration Fee shall also be considered as legitimate and valid expenses in connection with the purchase of a house accounting for the utilisation of the House Building Advance.

Note 2.—The advance may be drawn in full at once, but satisfactory evidence should be produced before the Accountant-General to show that amount advanced for the purchase has been spent within 3 months of its drawal and the amount advanced for repairs or improvements (see Note 1 above) within a further period of 2 months. A certificate to this effect from the head of the office will ordinarily suffice. The repayment in this case shall commence with the eighth issue of pay after the advance is taken and be completed in one hundred and eighty monthly instalments as the case may be. Interest will be calculated in accordance with rule 10.5 and the recovery thereof will be made as laid down in clause (v) under rule 10.16.

Note 3.—The Head of the office in the case of a Group 'C' and Group 'D' Government employee and the Controlling Officer in the case of Group 'A' and Group 'B' Government employee shall attach a certificate with the bill to the effect that he has secured and retained with him an agreement in P.F.R. Form 15 signed by the Government employee taking the advance pending execution of the mortgage bond in P.F.R. Form 12 or P.F.R. 14, as the case may be, after the house is actually purchased. The fact of execution and registration of the mortgage bond should also be intimated to the Accountant General as soon as possible.

Note 4.—Omitted.

(c) Advance for repayment of a private loan taken for purchase of a house

10.18. An advance may also be given for the purpose of repaying a private loan taken by a Government employee expressly (i) for the purchase of land for building a house or (ii) for the purchase of a house, provided :—

- (1) that the usual conditions specified in the Note under clause (ix) of rule 10.16 and in rule 10.17 and the notes there under are satisfied.
- (2) that the applicant has through his private loan acquired an unencumbered title to the land or the house purchased ; and
- (3) that the original loan for the purchase of the land or the house, as the case may be, was taken not more than eighteen months before the date of receipt of the application for an advance to discharge the private debt.

Note 1.—See also Rule 10.20 *infra*.

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Note 2.—The recovery in cases mentioned in this rule will commence from the eighth issue of pay after the advance is drawn and will be completed in one hundred and eighty equal monthly instalments, as the case may be.

(d) Advances for repairs and enlargements

10.19. Subject to the general principles laid down in rules in 10.15, 10.16 and 10.17, advances may be made under the following conditions to a Government employee to enable him to effect repairs, enlargements or both to his/her house:—

- (i) An advance may be made only if the repairs—
 - (1) are required to make the house habitable;
 - (2) are not in the nature of ordinary repairs; and
 - (3) involve an outlay large in comparison with the value of the house.

(ii) The Government employee shall be entitled to only one advance for an enlargement, carrying out repairs or for both to a house which is :—

- (a) ancestral ;
- (b) built or purchased with Government advance;
- (c) acquired out of his own resources; or

(d) the property of a Hindu undivided family of which the Government employee is acoparcener subject to the condition that all the co-parceners mortgage the property in PFR form 17:

Provided that the aforesaid advance shall not be granted in the case of a house which is acquired or built with Government advance unless a period of three years has elapsed since its acquisition of final drawal of the advance, as the case may be.

(iii) The advance shall be equal to forty months pay subject to maximum of Rs. 3.00 lac and shall be recovered in one hundred fifty equal monthly instalments, and repayment will commence from the fourth issue of pay after the advance is drawn. This will further be subject to the conditions that the total loan taken for the construction of house/ purchase of house and enlargement of house should not exceeds Rs. 7.00 lac.

(e) Instructions for dealing with application for advance for construction, purchase or repair of houses, etc.

10.20.

(1) As the gross amount of advance granted under these rules is not to exceed the amount provided in the sanctioned Budget Estimates an authority

empowered to deal with an application shall not issue an order of sanction, until the Department of Finance has certified that funds are available in the year in which payment of advance will be made.

The sanction for the drawal of the advance in favour of the Government employee will be issued by the Sanctioning Authority within a period of forty-five days from the date on which the funds are earmarked and a copy thereof supplied to the Department of Finance (Loans). If a copy of the sanction is not received in the Department of Finance (Loans) within this period, the funds so earmarked will be treated as cancelled and a fresh authorisation shall have to be obtained from the Department of Finance. After the sanction has been issued the first instalment of the advance shall be drawn within two months from the date of issue of sanction or by thirty first day of March, whichever is earlier, failing which sanction will lapse and a fresh certificate of availability of funds shall have to be obtained from the Department of Finance (Loans). Any amount which remains undrawn by thirty first day of March, shall lapse and a fresh certificate of availability of funds and also the sanction to drawal of advance shall be obtained before it is drawn in the following year.

To avoid inconvenience and lapse of funds it is important that sanctioning authorities should not send applications to the Department of Finance for report as to the funds being available unless they are satisfied that the amount applied for, if made available, will be drawn before the end of financial year. Similarly when a sanctioning authority comes to know that any advance in regard to which the Department of Finance has reported that funds are available will not be sanctioned or will not be drawn from the treasury within the financial year, the Department of Finance should always be informed so that the funds made available for the purpose may be diverted to other applicants.

(2) In case of those Government employees, who are nearing retirement the amount of the instalment payable monthly may be so fixed as to ensure the recovery of the entire amount before the date of retirement.

(iii) ADVANCES FOR PURCHASE OF CONVEYANCES

(a) Advances for the purchase of a Motor Car.

10.21. Advances may be sanctioned to a Government employee for the purchase of motor car provided the following conditions are fulfilled: -

- (1) An advance will be given only when the Government considers that it is in the interest of the public service that the Government employee should use a car in the discharge of his duties. Advances can only be granted to such Government employees as are compelled in the course of their official duties to do much touring or to make frequent journeys at short notice, or where the saving of time is of real importance.

- (2) The total amount to be advanced to a Government employees drawing pay not less than Three thousand rupees per month, should not exceed Two Lac Fifty Thousand rupees or 75% of the cost of the new car whichever is less. If the actual price paid is less than the advance taken, the balance must be forthwith refunded to Government. The advance for the purchase of second hand car will be admissible at the rate of 75% of the depreciated value of the vehicle subject to maximum of Rs. 2.50 lac. The depreciation may be applied under the straight line method at uniform rate of 9.5% per annum subject to maximum 90% of purchase value of car.

Note.—For the purpose of an advance drawn in England in respect of a motor car “actual price” may also include, in cases in which the advance drawn includes estimates of these charges the amount of freight actually paid on the car up to an Indian port, the cost of its insurance during the voyage and the customs duty paid in India.

In the case of a Government employee who chooses to take delivery of the car in England the actual price shall not include any claim on account of freight to India, the cost of insurance for voyage and the customs duty.

- (3) Advances should be applied for before the purchase is made and the application for an advance should certify that the Government employee is unable to make the purchase without one.

Possession of a conveyance should not be taken by the Government employee concerned until after he has received intimation that an advance has been sanctioned. Whereas Government employee has purchased or taken possession of a conveyance before he has received such an intimation, the sanction of the advance will cease to be operative, and any money drawn must be forthwith refunded to Government, or fresh sanction accorded with the consent of the Department of Finance which will agree to such fresh sanction only when the circumstances are unusual.

Applications for the grant of advance in respect of conveyance which has already been purchased or taken possession by a Government employee, irrespective of whether the price has been paid or not, should not ordinarily be sanctioned. Where, however, special circumstances exist for making a departure from the rules, the case should be referred to the Department of Finance.

- (4) A Government employee who is on leave or is about to proceed on leave and for whom an advance has been approved, will be entitled to draw such advance at any time while on leave in India if he receives intimation regarding the availability of the conveyance. The recovery of the advance drawn in such cases will commence with the first issue of pay or leave salary after the advance is drawn.

- (5) Recovery of advance will commence with the first issue of pay after the advance is drawn. It will be effected in the manner laid down in clause (v) of Rule

10.16 and the note there under with the modification that the number of monthly instalments in this case will be hundred.

Provided that if a Government employee dies while in service without repaying the loan or any part thereof obtained by him for the purchase of conveyance and/ or interest accrued thereon, such unpaid loan or part thereof and/ or interest shall be written off with the sanction of the Competent Authority provided the deceased Government employee is survived by, (i) his wife or husband, as the case may be; or (ii) his sons, daughters, father, mother, minor brothers and sisters, who are unemployed and were entirely dependent on the deceased Government employee as certified by Deputy Commissioner of the District in which such a dependent has his residence immediately, before the death of the employee concerned.

(6) Except when a Government employee proceeds on leave, not being leave on average pay not exceeding four months or earned leave not exceeding 120 days or retires from the service, or is transferred to an appointment the duties of which do not render the possession of a motor car necessary, previous sanction of the Government is necessary to the sale by him of a car purchased with the aid of an advance which, with interest accrued, has not been fully repaid. If a Government employee wishes to transfer such a car to another Government employee who performs the duties of a kind that reveals the possession of the conveyance necessary, he may be permitted to transfer the liability attaching to the car to the latter Government employee, provided that he records a declaration that he is aware that the conveyance transferred to him remains subject to the mortgage bond and that he is bound by its terms and provisions.

(7) In all cases in which a car is sold before the advance received for its purchase from Government with interest has been fully repaid, the sale proceeds must be applied, so far as may be necessary, towards the repayment of such outstanding balance; provided that when the car is sold only in order that another car may be purchased the sanctioning authority may permit a Government employee to apply the sale-proceeds towards each purchase, subject to the following conditions:—

- (a) the amount shall not be permitted to exceed the cost of the new car;
- (b) the amount outstanding shall continue to be repaid at the rate previously fixed;
- (c) the new car must be insured and mortgaged to Government as required by these rules; and
- (d) The quantum of the advance to be granted to the Government employee on the second or subsequent occasion for the purchase of a Motor car shall be equal to the difference between the price of the vehicle to be

purchased and the sale-proceeds left over with the Government employee after the repayment of the earlier outstanding advance including interest thereon, subject to the maximum amount of advance admissible under the rules.

Note 1.—A Government employee may be allowed advances to purchase more than one car at a time if it can be shown that such action is clearly desirable in the public interest and provided that the total amount outstanding at any one time by way of such advances against a particular Government employee does not exceed the limit within which advances may be given.

Note 2.—When an advance has been granted a second advance will not usually be granted after a period of less than three years from the grant of the first advance.

Note 3.—A Government employee who draws an advance in India for the purchase of a motor car is expected to complete his negotiations for the purchase of and pay finally for the car within one month of the date on which he draws the advance; failing such completion and payment, the full amount of the advance drawn with interest thereon for one month must be refunded to Government. This condition should always be mentioned in letters sanctioning such advances.

The authority sanctioning advance for the purchase of a conveyance shall ask the Government employee concerned to produce the registration book of the vehicle and execute hypothecation deed for security for the advance taken within a period of two months from the date of purchase of the vehicle or within a period of three months from the date of drawal of advance, whichever is earlier, to show that the vehicle purchased by him has actually been transferred in his name by the competent authority failing which he shall be liable to pay penal interest on the entire amount of advance at such rate as may be prescribed in this behalf from time to time from the date of drawal to the date of submission of registration book and hypothecation deed.

Furnishing of security at the time of registration, as a prospective purchaser as required under Motor Cars (Distribution and Sales) Control Order of 1959, will be the responsibility of the officer concerned. No advance will be given to him from Government funds in this respect.

The advance may be applied for well in time and also sanctioned by the competent authority but it should be drawn only after the officer concerned has received a written assurance from the dealer that the supply is likely to be available within a month and a certificate to this effect should be recorded on the bill for the advance.

In the event of any delay in supply despite the written assurance referred to in sub-para 3 above, the officer concerned should apply for extension of the time limit within the permissible period of one month and seek permission for retaining the advance for a further period which should be specified. Each such request should be supported by a letter from the dealer concerned indicating the likely period of supply and this will be considered on its own merits.

Note 4.—At the time of drawing the advance the Government employee should be required to execute an agreement in P.F.R. Form 18. No advance will be granted until this agreement has been signed. This condition should be clearly stated in all orders sanctioning such advances. When the advance is drawn the sanctioning authority should furnish to the Accountant General a certificate that the agreement in P.F.R. Form 18 has been signed by the Government employee drawing the advance and that it has been examined and found to be in order.

The sanctioning authority should see that the conveyance is purchased within one month from the date on which the advance is drawn. On completing the purchase the Government employee will further be required to execute a mortgage bond in P.F.R. Form 19 hypothecating the car to the Government as

security for the advance. (Such a bond is exempt from the duty chargeable under section 40, clause (b) of schedule 1 of the Stamp Act.) The cost price of the conveyance should be entered in the schedule of specification attached to mortgage. This bond should be promptly submitted by the sanctioning authority to the Accountant-General for examination before final record.

The mortgage bonds should be kept in the safe custody of the administrative department concerned in case in which the advance is sanctioned by the Government. When advance has been fully repaid the bond should be returned to the Government employee concerned, duly cancelled, after obtaining from the Accountant-General's office a certificate as to the complete repayment of the advance.

Administrative departments should satisfy themselves by careful scrutiny of all such bonds that they are in proper legal form and have been regularly executed.

Note 5.— Omitted. Vide Notification No. 22/1/78-FR(4)-3477, dated 13-7-78.

Note 6.— Advances for the purchase of a motor car to Government employees in foreign employ should be granted from the funds of the foreign employer and when the latter desires to make such an advance he should apply to the Government for the necessary sanction. If the sanction is accorded it will be subject to the provision that the advance by the foreign employer shall be regulated by the same cases, however, where a Government employee's services have been lent to a municipality whose financial position will not permit of the advance, the competent authority may at his discretion sanction the advance from the Government funds provided the Government employees duties are such as to render the possession of a motor car practically a necessity.

Note 6-A.— Application may also be admitted for consideration in turn along with other employees for the grant of advance for the purchase of conveyance to a Government employee who has been sent on deputation and who despite being eligible for such advance under these rules, is unable to obtain the advance from his borrowing employer.

Note 7.— Government employees who are in possession of motor cars purchased with advances obtained from Government while employed in Aden and who bring such cars to India on transfer to appointments the duties of which necessitate the use of cars in the public interest, will be eligible for the grant of additional advances to cover expenses on account of customs duty levied on the imported cars. Such additional advances will be subject to the usual conditions as regards interest etc., and will be recovered within the period still outstanding for the original loan, or a period of 20 months, whichever is longer.

Note:7A.— A Government employee who having applied for the advance for the purchase of a conveyance as admissible under this rule, could not be sanctioned such an advance due to non-availability of funds or in whose case due to anticipated delay in sanctioning the advance, there is an obvious need for raising temporary loans to purchase the conveyance, should obtain prior permission from the prescribed authority under the relevant Conduct Rules applicable to him for raising a temporary loan to meet the expenditure on the purchase of conveyance and if this authority is different from the advance sanctioning authority, he should keep the advance sanctioning authority informed of the permission obtained under the relevant Conduct Rules.

Note 8.— The grant of an advance under this rule to a Government employee who proceeds on deputation out of India and desires a motor car for use during his deputation is not admissible.

Note 9.— The instructions regarding provision of funds given in clause (1) of rule 10.20 apply *mutatis mutandis* in the case of advances for the purchase of conveyances.

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Note 10.—When sanctioning an advance the sanctioning authority shall carefully observe the instructions given in this rule and shall always draw the attention of the Government employee concerned to these instructions.

(b) ADVANCES FOR THE PURCHASE OF MOTOR CYCLE/SCOOTER/ BICYCLE.

10.22. An advance may be sanctioned to a Government employee for the purchase of motor cycle subject mutatis mutandis to the conditions laid down in rule 10.21 and the notes thereunder excepting clause (2) thereof and further to the conditions given below :-

- (1) omitted.
- (2) that the amount of the advance does not exceed thirty thousand rupees or the anticipated price of the motor cycle/ scooter, whichever is less. In case of auto cycles and other similar mopeds/ bicycles, maximum amount of advance will be restricted to eighteen thousand rupees or the actual price of the vehicles whichever is less. The recovery will be made in not more than seventy five equal monthly instalments in case of motorcycle/scooter and in not more than seventy equal monthly instalments in the case of auto cycle and other similar mopeds; and in not more than 25 equal monthly instalments in the case of bicycle.

Note 1.— An advance for the purchase of scooter may also be allowed to a Government employee on the same conditions.

Note 2.— In view of the long distances in Chandigarh which Government employees are required to cover in coming to and going from their offices, the provisions of rule 10.21 and 10.22 stand relaxed in the case of Government employees permanently stationed at Chandigarh who want to purchase scooters.

(c) ADVANCES FOR OTHER CONVEYANCES

10.23. An advance may be granted to a Government employee not holding a post which would ordinarily be held by a member of an All-India Service or Provincial Service Class I for the purchase of means of conveyance other than a motor car or a motor cycle, subject to the following conditions :-

- (1) An advance will be allowed only when the appointment held entails duties involving touring. In the case of the purchase of bicycles, an advance may, however, be granted even though the post held does not entail touring, if in the opinion of the sanctioning authority the possession of a bicycle will add to the efficiency of the Government employee concerned.
- (2) The amount of the advance does not exceed one thousand two hundred rupees or the anticipated price of the conveyance to be purchased, whichever is less. If the actual price paid is less than the advance taken, the balance should be refunded to Government.
- (3) Recovery will be made, unless the competent authority otherwise specially directs, in not more than twenty five monthly instalments from the pay bill

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of the Government employee concerned. It will commence with the first issue of pay after the advance is drawn. The amount of interest will be

recovered as laid down in clause (v) under Rule 10.16 and the note thereunder.

(4) The conveyance purchased with the advance will be considered to be the property of the Government until the advance with interest accrued thereon is repaid.

(5) A Government employee who takes an advance under this rule should within one month after drawing the advance, furnish the head of the office with a certificate giving full particulars of the conveyance purchased with the advance and the cash receipt obtained for the amount actually paid for it.

Note 1.— In the case of purchase of bicycles the amount of advance should be restricted to such special unit as may be imposed by general or special order of the Department of Finance.

Note 2.— Omitted.

Note 3.— See clause (1) of rule 10.20 which applies mutatis mutandis in the case of these advance.

Note 4.— Government employees may be allowed a second advance for the purchase of bicycles on the condition that the sanctioning authority is satisfied that the second advance applied for is really required and will be utilized for the purpose for which it is meant. The second advance should not, however be granted before a period of at least three years from the date of first advance has elapsed. Before allowing the second advance the sanctioning authority should make sure that the cycle purchased with aid of the first advance has either been lost or has become unserviceable.

Note 5.— The number of cycles advances to be allowed to a Government employee during the whole of his service career should be restricted to two.

(iv) ADVANCES FOR PURCHASE OF TYPE-WRITERS.

10.24. Omitted

(v) ADVANCE TO GOVERNMENT EMPLOYEES ON THE EVE OF IMPORTANT FESTIVALS AND TRIPS TO HILL STATIONS ETC. FOR RECREATION PURPOSES

10.24-A. Omitted

(vi) OTHER ADVANCES

10.25. Advances may also be made for the purposes specified below:—

Advances on Transfer

- (a) (i) Advances may be sanctioned by the Head of Office or by any other subordinate authority to a Government employee under orders of transfer up to an amount not exceeding one month's substantive pay

plus the travelling allowance to which he may be entitled under the rules in consequence of the transfer (see also rules 10.13 and notes 7 and 8 below this clause). The advances so made shall be recorded on the last pay certificate of the Government employee who is under transfer;

(ii) An advance towards pay or travelling allowance, as the case may be, made by the lending Government shall be finally booked as revenue expenditure in its books. If it is an advance of pay, the recovery thereof shall be effected from the pay of the concerned Government employee in not more than six monthly instalments commencing from the month in which he draws full month's pay or/and leave salary on joining his new assignment. If the advance is towards travelling allowance, the adjustment thereof shall be made from the travelling allowance bill when the same is submitted by the concerned Government employee. The credit or net debit, as the case may be, shall be accounted for in the books of the borrowing Government. The same procedure shall be followed when a Government employees is reverted by the borrowing Government to the lending Government.

Note 1.—Authorities competent to sanction advances under this clause may sanction such advances for themselves also.

Note 2.—An advance under this clause is also admissible to a Government employee who receives order of transfer during leave.

Note 3.—This clause does not preclude the grant of a second advance to a Government employee to cover the travelling expenses of any member of his family who follows him within six months from the date of his transfer and in respect of whom an advance of travelling allowance has not already been drawn.

Note 4.—When a single lump sum advance is drawn to cover the travelling expenses both of the Government employee himself and of his family, it may be adjusted by the submission of more than one bill if it so happens that the members of the Government employees family do not actually make or complete the journey with him. In such a case, the Government employee should carefully certify on each adjustment bill submitted by him that a further bill in respect of travelling allowance of the members of his family (to be specified) who have not yet completed the journey will be submitted in due courses and is expected to include an amount not less than the balance of the advance left unadjusted in this bill.

Note 5.—The advance of pay under this clause may be allowed to be drawn at the new station soon after the arrival of the Government employee there, on production of the last pay certificate showing that no advance was drawn at the old station.

Note 6.—The amount of advance to be recovered monthly should be fixed in whole rupees, the balance being recovered in the last installment.

Note 7.—Headmasters of Government Industrial schools and institutions can grant advances pay and travelling allowances under this clause.

Note 8.—A Superintending Engineer or Divisional Officer of the Department of Public Works may grant advances to any Government employee under his jurisdiction, including himself.

Note 9.—In the Department of Public Works if the encashment of a bill for an advance on transfer is likely to delay a transfer which is urgently necessary in the Public interest the advance may be made from the permanent advance (if any) works imprest or other available cash in the hands of the disbursing officer concerned, pending recoupment when the bill is subsequently encashed.

Note 10.—The sanction of the competent authority to personal advances may, if referred, be obtained, in the form of countersignature on the bill itself before it is presented in the treasury.

Note 11.—Where after withdrawal of advance under this rule a Government employee does not submit the adjustment bill within one month of the date of completion of the journey, the advance so drawn shall be recovered from the next pay bill or any other dues in one instalment.

Note 12.—An advance of travelling allowance under this rule may be made by the competent authority to a temporary Government employee without insisting on a surety from a permanent Government employee provided it is restricted only to cover conveyance charges on account of the Government employee concerned, his family and his baggage to the new station. The competent authority to do so will be the sanctioning authority in respect of a Group 'A' and Group 'B' Government employee and the Head of Department concerned in respect of a Group 'C' or Group 'D' Government employee provided in the latter case the Government employee concerned has completed one year's service and is not likely in the opinion of the Head of the Department to be discharged within three month of the receipt of the advance. This does not preclude sanctioning of the advance of the pay and travelling allowance to a temporary Government employee on the same basis as for a permanent Government employee provided the surety from a permanent Punjab Government employee is obtained.

Note 13.—Advances to Government employees on transfer to Foreign Service may be sanctioned by the authorities that are competent to sanction the transfer. The re-imbusement of the advance to Government by the foreign employer should be made in lump sum by sending a cheque or demand draft in favour of Accounts Officers on whose books the advance is originally booked.

Note 14.—Advances of Pay/T.A. to Government employees, at the time of their reversion from the Foreign Service, may be sanctioned by the Foreign Employer. Advance of pay should be granted by the Foreign Employer only after consultation with the authority competent to sanction the transfer of Government employee of Foreign service, on the analogy of the provisions to Note 6 below rule 10.21 (7) of the Punjab Financial Rules, Volume I.

Procedure indicated below, should be followed for re-payment of such advances to the Foreign Employer :-

Advance of Pay

Immediately on receipt of a demand from the Foreign Employer, duly supported by a copy of cash receipt certified by the Foreign Employer concerned, obtained from the officer concerned at the time of the payment of the advance, the competent authority should refund the total amount to the Foreign Employer by means of a bank draft. The amount of the bank draft may be debited in the Accounts under the head "Departmental Advances - Civil Advances, Objection Book Advances" in Section T- Deposits and Advances Part III Advances not bearing interest. The recovery of the advance should be watched in the same manner as in the case of the advance of pay sanctioned to a Government employee under rule 10.25 (a) of the Punjab Financial Rules, Volume I.

Advance of T. A.

Since the T.A. for the return journey on the Government employee's reversion to Government service is to be borne by the foreign employer, the advance of T.A. granted by the foreign employer in this regard may be adjusted only on the for Government employer furnishing the TA bill, which should be sent straight to the

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foreign employer.

Advances on arrival in India on first appointment or on return from leave or deputation out of India and while proceeding on deputation outside India.

(b) Advances may be granted to Government employees not subject to Military rules—

- (i) On arrival in India on first appointment of an amount not exceeding two month's substantive pay less the amount of any advance made in England.

Note.—When a Government employee on arrival in India asks for an advance and produces no last pay certificate, an advance may be granted by the Accountant-General on the Government employee furnishing a declaration that he has not received any advance in England.

(ii) On return from leave or deputation elsewhere than in India, Ceylon, Nepal, Burma, and Aden of an amount not exceeding two month's substantive pay in addition to any advance made in England, provided that the leave was not earned leave not exceeding four months or any other leave equivalent thereto and that no advance has been drawn under clause (a) above.

Note.—The advances may be drawn on the authority of the Accountant-General from any treasury in India to be specified by him. Such advances, as well as similar advances made in England, are recoverable by monthly installments of one-third of pay fixed in whole rupees.

Exception 1. The recovery of an advance made under the Military Leave Rules to a Military Officer in Civil employ subject to the Military Leave Rules is regulated by those rules.

Exception 2. Special passage advance made in England by the High Commissioner for India at his discretion to enable Government employees to return to duty shall be recovered in 36 monthly instalments and bear interest at the usual rate for such advances—vide rule 10.15.

- (iii) Government employees who proceed on deputation outside India may be granted advances subject to the following conditions :—

- (1) the period of deputation is not less than one month ;
- (2) the amount of advance is limited to a month's pay of the officer and is recovered in not more than three monthly instalments ; and
- (3) in the case of temporary Government employees, surety from a permanent Government employee is obtained before the advance is sanctioned.

ADVANCES FOR JOURNEY ON TOUR

- (c) Advances may be made under the rule specified below :—

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- (i) To a Government employee other than an Group 'A' or Group 'B' inspecting officer, for himself or an Assistant or Deputy, proceeding on tour up to an amount sufficient to cover for a month his contingent charges, such as those for the hire of conveyances or animals for the carriage of records, tents or other Government property, subject to adjustment, upon the Government employee's return to headquarters or on 31st March, whichever is earlier.

Note.—Advances under this sub-clause may be granted by heads of offices but they should not be applied to the expenditure of any Group 'A' or Group 'B' Government employee, except that of Government employee of the Department of Forest which is meant to be covered by his travelling allowances.

- (ii) To a Government employee, proceeding on tour, of an amount sufficient to cover his personal travelling expenses for a month, subject to adjustment on completion of the tour or on 31st March, whichever is earlier.
- (iii) To a Government employee proceeding on a prolonged tour in the interior to places which are difficult of access of an amount sufficient to cover contingent charges in terms of sub-clause (i) above and personal travelling expenses in term of sub-clause (ii) above for six weeks, subject to adjustment on completion of the tour or on 31st March, whichever is earlier.

Note 1.—Advances under sub-clause (i), (ii) and (iii) which are drawn in the month of March may be adjusted on completion of the journey or by the 30th April, whichever is earlier.

The expression "personal travelling expenses" in sub clauses (ii) and (iii) should be taken to include not only the daily allowance, but also the road mileage and the fares and incidentals for the journeys both ways. The daily allowance may be calculated for the likely period of halt at an out station, not exceeding 30 days or six weeks in any case, as the case may be.

Note 2. (a) Advances under sub-clause (ii) may be granted by Heads of Offices to Officers subordinate to them.

(b) Advances under sub-clause (ii) may be sanctioned to themselves by all officers declared to be their own Controlling Officers.

(c) Advances under sub-clause (ii) to Heads of Offices who are not their own Controlling Officers may be sanctioned by the respective Controlling Officers.

(d) Advances under sub-clause (iii) may be granted by Heads of Departments.

Note 1.— Omitted.

Note 2.—Omitted.

Note 3.—See N.B. under clause (e) below.

Note 4.— An advance of travelling allowance under this rule may be sanctioned to a temporary Government employee without insisting on a surety from a permanent Government employee by the sanctioning authority in respect of Group 'A' or Group 'B' Government employees and by the Head of

Department concerned in respect of Group 'C' or Group 'D' Government employee. The advance should be restricted to a month's pay of the officer concerned and in regard to Group 'C' or Group 'D' Government employees the conditions laid down in Note 12 under rule 10.25(a) will also apply. This does not also preclude sanctioning of an advance on the same basis as for a permanent Government employee provided surety from Government employee is obtained.

Note 5.— See N.B. under clause (e) below.

Note 6.— Where after drawal of an advance under this rule a Government employee has not submitted the adjustment bill in due time and consequently his right to T. A. claim stands forfeited under clause (e) of rule 2.25, the advance so drawn shall be recovered from his pay bill or any other dues in one instalment by the authority competent to sanction such an advance.

ADVANCES FOR EXPENSES CONNECTED WITH REMITTANCE OF TREASURE

(d) By the collector to a Treasury Officer or District Superintendent of Police, for expenses connected with a remittance of treasure, to be adjusted when the duty is completed.

Note. See N.B. under clause (e) below.

ADVANCES FOR LAW SUITS

(e) By the head of an office for law-suits to which Government is a party.

N.B. The advances mentioned in clauses (c), (d) and (e) are treated as final charges, not as advances recoverable, and to be drawn and accounted for as contingent charges or travelling expenses of establishments advances.

(f) and (g) Omitted.

ADVANCES FOR PURCHASE OF TENTS

(h) Superintendent Engineers may sanction advances to Engineering Subordinates for the purchase of a tent on the first occasion of their requiring one, such an advance should be limited to a reasonable amount and recovered in twelve equal monthly deductions from pay commencing three months after the date of the advance.

ADVANCE FOR PURCHASE OF AGRICULTURAL MACHINERY

(i) On account of agricultural machinery purchased by the Agricultural Engineer, the expenditure should be charged against "special advances" and the amount realized from sale of machinery, etc., taken to the credit of this account. The surcharge on sales should be credited monthly direct to the revenue head concerned and deposits of intending purchasers credited to Revenue deposits of intending purchaser credited to Revenue deposits and adjusted on completion of the purchase.

ADVANCES AND FREE INDIGENT GRANTS FOR THE WELFARE OF SCHEDULED CASTES AND BACKWARD CLASSES DEPARTMENT

residing in settlements, reformatory schools, colonies and villages under direct control.

ADVANCES TO PRISONERS RELEASED UNDER THE GOOD CONDUCT PRISONERS PROBATIONAL RELEASE ACT, 1926, AND TO PAROLES RELEASED UNDER THE PUNJAB BORSTAL ACT AND PRISONERS RELEASED UNDER SECTION 401, CRIMINAL PROCEDURE CODE.

(k) For purpose specified in (j) above.

ADVANCE FOR THE PURCHASE OF BOOKS.

(l) Omitted

ADVANCE TO MEET COST OF HIGHER TECHNICAL, MEDICAL AND SCIENTIFIC STUDIES OF THE CHILDREN OF GOVERNMENT EMPLOYEES IN INDIA AND ABROAD IN RESPECT OF DEGREE COURSES AND ABOVE

(m) Interest bearing advances may be allowed with the approval of the competent authority in addition to the amount admissible from the G.P. Fund in cases where advances from the G.P. Fund to meet the cost of such studies of the children of the employees are insufficient because of higher expenses in connection with the technical and higher studies. The amount of loan so advanced shall be equal to 12 months pay (including Dearness Pay) subject to a maximum of ten thousand rupees. The loan will bear interest at the rate prescribed for grant of loan to Government employees for various purposes and will be restricted to the extent of the amount admissible from the General Provident Fund, falling short of this amount and will be advanced in yearly instalments depending upon the currency of the courses, each instalment being treated as a separate loan. The recovery of each instalments will be effected in fifteen monthly instalments and the first instalment of the loan will commence after the third issue of pay; while in the case of second and subsequent instalments of loans, the recovery will commence after the sixth issue of pay after the drawal of each instalment. No authority from the Accountant-General for the drawal of this loan will be necessary. The Treasury Officer concerned will pass the bill on the basis of sanction issued. The sanctioning authority will ensure that :—

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- (i) the advance is sanctioned after necessary verification to the effect that the child/children has/have secured admission in the Universities in India or abroad, as the case may be ;
- (ii) the amount drawn for one child or more children does not exceed twelve months pay of the employee concerned subject to a maximum of ten thousand rupees as reduced by the amount admissible from the General Provident Fund under the normal rules ; and
- (iii) second and subsequent loans will be subject to the conditions that the child/children continues his/their studies in the second and subsequent years. Such a loan would be admissible for each of his children subject to the admissibility of the maximum prescribed limit of the loan.

Provided that the recovery of loan from a Government employee who dies while in service may be postponed till the child in respect of whom the loan was obtained, starts earning, and no interest shall be charged on the amount of loan for the period of such postponement.

(vii) CONDITIONS OF REPAYMENT

10.26. All advances are subject to adjustment by the Government employees receiving them in accordance with the rules applicable to each case. When an advance is adjustable by recovery, the amount to be recovered monthly should not be affected by the fact of the borrowing Government employee going on leave of any kind with leave salary or his drawing subsistence grant. A competent authority may, in exceptional cases, order a reduction in the amount of the monthly instalment provided that in the case of interest bearing advances to Government employees the whole amount due should be completely recovered within the period originally fixed.

(viii) IRRECOVERABLE ADVANCES

10.27. A competent authority may remit or write off recovery of any loans or advances which are found to be irrecoverable.

Note.— See also note 2 below Rule 18.4

10.28. (1) A Government employee, who is otherwise eligible to obtain an advance under the provisions of rules contained in this chapter, may, on and with effect from the 14th day of July, 2006, be allowed to raise loan for purchase of a plot, construction of a house, purchase of a built-up house, repair or renovation or enlargement of a house and for purchase of a conveyance from any Bank or Financial Institution of his choice after obtaining prior sanction of the 'prescribed authority' under the provisions of clause (d) of rule 2 of the Government Employees (Conduct) Rules, 1966.

- (2) The concerned loanee employee will repay the instalments of loan directly to the concerned Bank/Financial Institution.

10.29. An interest free advance, up to one lac rupees, may be granted by a Drawing and Disbursing Officer, to a Group 'D' Government employee, for marriage of his/her daughter, on the following terms and conditions, namely:—

- (i) The amount of advance shall be recoverable in a maximum of forty monthly instalments commencing from the pay of the month following that in which the advance is drawn.
- (ii) At the time of her marriage, the age of the daughter should not be less than eighteen years. An attested copy of birth certificate, school leaving certificate or matriculation certificate shall be attached with the application, in Form PFR. 19B, as a proof of her age. An affidavit from the Government employee or a wedding card shall also be produced, as a proof of the date of marriage.
- (iii) The amount of advance can be drawn within a period of two months before the date of marriage.
- (iv) If advance taken for marriage of the first daughter has not been recovered in full then the total amount of loan to be sanctioned for the marriage of the second daughter and outstanding amount of the first loan shall not exceed one lac rupees.
- (v) If both husband and wife are in Government service and both of them are eligible for the grant of advance, the advance shall be granted to only one of them. The Government employee shall have to give a certificate to the effect that his or her spouse is not in Government service, or if in Government service, he or she has not obtained such shall not obtain advance.
- (vi) The advance shall be admissible twice during the entire service of the Government employee. The sanctioning authority shall ensure the same.
- (vii) The advance shall not be admissible to a Government employee who is under suspension or against whom disciplinary proceedings have been instituted on the basis of which he or she is likely to be dismissed or removed or retired compulsorily from Government service.

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- (viii) As provided in rule 10.13(A), the Carry Home Salary of the Government employee shall not be less than forty per cent of his Gross Salary.
- (ix) The application of the Government employee, duly recommended by the sanctioning authority, shall be forwarded to the Department of Finance (Loan Cell) along with required documents, for earmarking the funds.
- (x) The Government employee shall produce a utilisation certificate within one month from the date of marriage that the entire amount of advance has been utilised for the purpose for which it was drawn, failing which he shall be liable to pay penal interest on the entire amount of advance at the rate of twelve per cent per annum, from the date of drawal to the date of repayment of the advance.
- (xi) If the death of a Government employee occurs before the recovery of advance, the outstanding amount of advance shall be recovered from his death-cum-retirement gratuity and the Government shall have the first charge to recover such amount from his death-cum-retirement gratuity. An agreement to this effect shall be executed by the government employee on judicial paper, in PFR Form 19-D.”
- (xii) The sanction to the payment shall be issued by the Head of the Department in PFR Form 19-E.

CHAPTER-XI

GOVERNMENT GUARANTEES

11.1. The power of the State Government to give guarantees emanates from and is subject to such limits as may be fixed in terms of Article 292 of the Constitution of India, the Fiscal Responsibility and Budget Management Act, 2003 and the rules framed thereunder.

11.2. Guidelines for grant of Government guarantee.—(1) Power to grant Government guarantee vest with the Department of Finance. The following guidelines shall be followed for recommending Government guarantee or counter guarantee:—

(a) A proposal for grant of Government guarantee must be justified by public interest. The borrowings by Public Sector Undertakings or Apex Cooperative Institutions shall be for approved development purposes.

(b) The proposal for grant of Government guarantee shall be scrutinized in the same manner as a proposal for obtaining loan and the following considerations shall be kept in view while making an examination of such proposal:—

(i) Public interest which the guarantee is expected to serve.

(ii) It shall be ensured that the amount of loan to be raised along with the outstanding loans, shall not exceed the borrowing limit which may have been prescribed for the entity seeking the Government guarantee.

(iii) A detailed financial appraisal as to the viability and bankability of the proposed investment shall be undertaken. Managerial appraisal shall also be necessary to see if the existing management is capable of executing the project successfully. The financial performance of the concerned Public Sector Undertaking or Apex Co-operative Institution shall also be examined on the basis of its audited accounts. Wherever the first mortgage of the assets of the concerned entity may have to be executed in favour of the agency financing the loan, Government should insist on a second mortgage of the assets in its favour as a requisite for Government guarantee. The Administrative Department shall satisfy itself that adequate security and margin is available. The position regarding the arrears of taxes payable by the entity seeking the guarantee shall also be examined.

(iv) The parity between „owned funds” and capital investment, the overall debt-equity ratio, and the net worth of the Company shall be taken into account. If necessary, stringent forms of financial discipline, like restriction on distribution of dividends, further expansion on aggregate borrowings, creation of further charge on assets and stipulation of maintenance of minimum net working capital, etc., may be imposed.

(v) An adequate provision towards „debt redemption” from out of the profits should also be insisted on as a precondition. After creating the „Debt Redemption Reserve”, the concerned Public Sector Undertakings will invest the fund in Government Securities.

(vi) The guarantee to be accorded by Government should normally cover only the principal portion of the loan and not the interest that may accrue or the interest for an unspecified period. It will be for the financing institutions to safeguard the interest portion by arrangement with the borrower. But in case interest is also to be guaranteed it should be examined as to why such a guarantee is found necessary and how this will be properly supplemented.

(vii) In the case of Co-operatives, a report from the Registrar, Co-operative Societies should be obtained regarding the borrowing capacity of the Society, its audit classifications, and whether it has complied with the audit points raised. A condition should also be provided in the bye-laws of the Society that it shall set apart from its profits every year, an adequate Debt Redemption Reserve which shall be invested in Government securities and which shall not be utilised for any other purpose without the permission of the Government.

(viii) It shall be necessary to follow up the cases, where guarantees have been given, to see if the investments are in conformity with the project report. It is the primary responsibility of the financing agency to monitor this and it should not permit any deviation without the prior approval of the Government. Any event which might adversely affect the financial health of the institution concerned should be brought to the notice of the Government by the financing agency. Government guarantee should not be construed as a substitute for strict vigilance on the part of financing institutions in regard to adherence to the time schedule of the project, escalation of costs etc. In case financing institutions do not agree to incorporate the above points in the guarantee deed, Administrative Department should bring these points in their notice separately while handing over guarantee deed, duly executed by it.

(ix) The Government guarantees shall, normally, not be extended for external commercial borrowings.

(x) The terms and conditions, if any, to be specified by Government while giving the guarantee e.g. period of guarantee, levy of fee to cover risk, representation for Government on the Board of Management, Mortgage or lien on the assets, submission to Government of periodical reports and accounts, right to get the accounts audited on behalf of Government etc. Even if fee, representation and

mortgage are not considered necessary, the right to verify the continued credit-worthiness of the borrower should be ensured.

(xi) The loan shall be raised only after the guarantee fee leviable in terms of rule 11.5 is deposited by the concerned entity in the Government Treasury.

(xii) The guarantee deed shall be executed in a form vetted by the Department of Legal and Legislative Affairs. The guarantee shall be effective from the date of execution of the guarantee deed.

(xiii) While referring further proposals for the release of funds or for guaranteeing repayment of loans the latest position regarding re-payment of all the previous loans raised from the Government or from Financial Institutions may be indicated to the Department of Finance.

(xiv) If any Public Sector Undertaking or Apex Cooperative Institution has not got its books of accounts of the previous year audited (due as per law), government guarantee shall not be extended to such Public Sector Undertaking or Apex Cooperative Institution.

(2) All the above guidelines are to be strictly observed by the Administrative Departments while recommending the cases of extending Government guarantee to Public Sector Undertakings or Apex Cooperative Institutions. After considering the proposals, Finance Department may impose additional conditions.

11.3. Government Guarantees for Working Capital.— (1) Normally guarantees in regard to cash credit accommodation for working capital purposes shall not be given by the Government. It shall be for the borrowing institutions to enter into bilateral relationship with the lending institutions for cash credit accommodation by hypothecating its trading or manufactured stocks with due margin demanded by the lending institution. The borrower and the lender should enter into agreement by which the borrower will undertake to credit into the cash credit account all sale proceeds realised by the sale of hypothecated stocks. Government guarantee in respect of cash credit accommodation, if at all, should arise only for margin money loans or before the commencement of production when hypothecation of stocks for cash credit accommodation may be difficult. Once production commences, Government guarantee should be withdrawn.

(2) Trading concerns, however, may prefer relying on cash credit accommodation even for their working capital requirements. In such cases, the outstanding dues are normally covered by hypothecated stocks and guarantee by Government would not therefore, be necessary. Where however, a financing

institution demands Government guarantee notwithstanding adequate stock coverage, it should suitably justify its demand.

(3) If in exceptional cases, Government guarantee for a working capital loan or cash credit accommodation becomes inevitable even after production commences, it may be given only after careful examination of the credit worthiness of the borrower subject to an agreement between the lending institution and the Government by which the lender will agree to obtain direct security from the borrower in the form of hypothecation of stock and that he, on his part, will take all precautions to watch that all sale proceeds of the hypothecated stocks are credited to the account as first charge. There should also be an agreement between the Government and the borrowing institutions that the latter will give required security to the lender by hypothecating its stocks and that all sale proceeds will be credited to the loan account as first charge. The borrower should also agree not to resort to credit sales during the period of the guarantee except when credit sales are secured by bank guarantees. The guarantees to be given by the Government should cover only the principal portion of the loan and not the interest that may accumulate on the loan. Payment of interest, if any, should be a matter for mutual agreement between the lender and the borrower and Governments guarantee should not extend to such liabilities.

11.4 Government guarantee to private parties or Individuals.—No guarantee will normally be given for any private party or body. If in case Government guarantee is insisted upon by lending institutions without any option to resort to other methods of securing guarantee, the proposals may be considered on merits, applying the guidelines already specified above before submission to the Department of Finance. In addition, the following conditions would also be imposed namely:

- (a) It has to be established that public interest is served by such a guarantee.
- (b) A counter guarantee from a Bank to the full amount guaranteed for, should be furnished by the party.
- (c) The guarantee commission should be charged and paid in advance.
- (d) The Government shall reserve the right to post their representative on the Board of Management, to get the accounts audited on behalf of the Government and to obtain and scrutinize accounts and reports periodically.

11.5. Standard terms and conditions for the Government guaranteeing the repayment of the loans obtained by the Public Sector Undertaking (including the Apex Cooperative Institution).—Standard terms and conditions to be included while

clearing the proposals where the Government guarantees the repayment of loans raised by the Public Sector Undertakings (including the Apex Cooperative institutions) are as under: —

(i) A regular quarterly report may be submitted to the Department of Finance, showing the latest position of loans sanctioned by the Government and of those obtained from financial institutions/Banks the repayment of which has been guaranteed by the Government.

(ii) The Administrative Department may ensure that the loan proposed to be raised along with the outstanding loans, does not exceed any borrowing limit which may have been prescribed.

(iii) The Administrative Department should ensure that the schemes for which the loan is being raised are economically viable. Credit-worthiness of the borrower to ensure that no undue risk is involved.

(iv) Loan is to be raised only after the guarantee fee is deposited by the Public Sector Undertakings in the Government Treasury.

(v) Guarantee fee is to be realized in accordance with the guidelines issued by the Department of Finance from time to time.

(vi) The guarantee deed shall be executed in a form vetted by the Department of Legal and Legislative Affairs.

(vii) The guarantee shall be effective from the date of execution of the guarantee deed.

(viii) The Administrative Department may ensure that the loan is utilized for the purpose for which it is obtained and that it is not diverted to any other activity.

(ix) The Administrative Department may satisfy itself and ensure that the financial position of the Undertaking is sound and that it is in a position to discharge the liability.

(x) The Administrative Department should ensure that the loan proposed to be raised is repaid by the Public Undertakings according to the terms and conditions prescribed in each case by Financial Institutions/Banks concerned.

(xi) Any delay of more than one week in the repayment of loan installment and/or payment of interest should be reported to the Department of Finance promptly along with the reasons for delay on the steps proposed to be taken for repayment.

(xii) Suitable steps may be taken by the Administrative Department to monitor timely repayment of loans and payment of interest so that no occasion may arise for invoking the guarantee at any stage.

(xiii) While referring further proposals for the release of funds or for guaranteeing repayment of loans the latest position regarding re-payment of all the previous loans raised from the Government or from Financial Institutions may be indicated to the Department of Finance to which a reference has been given in clause (i).

11.6. Levy of guarantee fees.— (1) The rates of guarantee fee shall be such, as may be specified by the Department of Finance from time to time.

(2) The Administrative Departments shall take adequate steps to ensure prompt recovery of the prescribed guarantee fee. The fee shall be credited in the head “0075—Miscellaneous General Services—(108) Guarantee Fees—(01) guarantee fee from Public Sector Undertakings, Companies and other concerns”.

(3) In case any Public Sector Undertaking or Apex Co-operative Institution proposes that the guarantee fee should be charged at a lower rate or should be waived off altogether, the proposal should be referred with full justification through the concerned Administrative Department to the Department of Finance for consideration on merits.

(4) State government has already created a Guarantee Redemption Fund. Finance Department (Budget Branches) must ensure that the guarantee fee deposited by the Public Sector Undertakings or Apex Cooperative Institutions in the treasury is transferred to Guarantee Redemption Fund.

11.7. Review of guarantees.— (1) All Administrative Departments shall ensure that all guarantees are reviewed every quarter. The monitoring or review undertaken should examine whether the borrower is discharging repayment obligations or interest obligations as per terms of the loan agreement and the terms of Government guarantees are being complied with. All Administrative Departments must regularly review the financial performance of the concerned Public Sector Undertaking or Apex Cooperative Institution.

(2) The Department of Finance shall be responsible for ensuring that the periodical reviews are carried out by the Administrative Departments concerned. They shall also ensure that a register of guarantees in Form PFR 21 is maintained as per Annexure A to this chapter:—

- (i) to keep a record of Government guarantees;
- (ii) to retain information required from time to time in respect of Government guarantees;
- (iii) to keep record of the periodical reviews to see that these are carried out regularly;

- (iv) to keep record of levy and recovery of guarantee fee;
 - (v) to furnish data to the Department of Finance (Directorate of Public Enterprises and Disinvestment) and to the Accountant General Punjab.
- (3) Classification of guarantees.— For the purpose of record keeping, guarantees shall be classified as under:—
- (i) guarantees given to the RBI, other banks and industrial and financial institutions for repayment of principal and payment of interest, cash credit facility, financing seasonal agricultural operations and/or providing working capital to companies, corporations and cooperative societies and banks;
 - (ii) guarantees given for repayment of share capital, payment of minimum annual dividend and repayment of bonds or loans, debentures issued or raised by the statutory corporations and financial institutions;
 - (iii) guarantees given in pursuance of agreements entered into with international financial institutions, foreign lending agencies, foreign governments, contractors, suppliers, consultants etc., towards repayment of principal, payment of interest or commitment charges on loans etc., and/or for payment against supplies of material and equipment;
 - (iv) counter guarantees to banks in consideration of the banks having issued letters of credit or authority to foreign suppliers for supplies made or services rendered;
 - (v) guarantees given to the Punjab State Power Corporation Ltd./Punjab State Power Transmission Corporation Ltd. and other entities for due and punctual payment of dues by such entities;
 - (vi) others.

11.8. Accounting for guarantees.—(1) A separate file for each entity to which guarantee has been given shall be maintained wherein all the inspection reports and audit reports shall be filed.

(2) A statement showing the guarantees given by the Government is required to be incorporated in „Annual Financial Statement and Explanatory Memorandum” on the Budget and for submission to Accountant General, Punjab for incorporation in the Finance Accounts. In order to avoid confusion or errors, such guarantee statement should be prepared from the register of guarantees.

11.9. Furnishing of data regarding guarantees.—(1) With a view to enable the Department of Finance to examine cases of Government guarantees and extension thereto, all Departments shall furnish to that Department, relevant data regarding the operational parameters of the concerned entity. In case the accounts of the concerned entity have been audited by the Comptroller and Auditor General of India under the provisions of the Companies Act, the effect of the comments of the Comptroller and Auditor General of India on its profitability shall be clearly brought out.

(2) All Public Sector Undertakings and Apex Co-operative Institutions shall send data, duly updated, every quarter or at such interval and in such performa as may be specified, to the Department of Finance (in the Directorate of Public Enterprises and Disinvestment), in the first week of the month following the month up to which information is to be sent.

11.10. Invocation of Government guarantee.— Suitable measures shall be taken by the Administrative Department to ensure timely repayment of loans and payment of interest so that no occasion may arise for invoking the Government guarantee at any stage. In the event of invocation of a Government guarantee, the obligation may be discharged by selling out the Government securities in which the concerned Public Sector Undertaking or Apex Cooperative Institution has invested its Debt Redemption Reserve.

CHAPTER XII**DEPOSITS**

Note.—Omitted.

12.1 to 12.9. Omitted.

LAPSED DEPOSITS

12.10. Deposits credited to Government under the relevant rule of P.T.R. will be repaid in accordance with the provisions contained in Rule 380 of Punjab Treasury Rules, Volume I.

12.11 to 12.28. Omitted.

IX—INTEREST BEARING DEPOSITS

12.29. For the purpose of the rules in this section, unless the context otherwise requires:—

- (a) "Annexure" means an annexure annexed to this chapter;
- (b) "Government Company" means a company as defined in Section 3 of the Companies Act, 1956 (Central Act 1 of 1956) in which not less than 51 per cent of the paid up share capital is held by the State Government and any Corporation, not being a Company as defined in Section 3 of the Companies Act, 1956 (Central Act 1 of 1956), or a local Authority established by or under a Central Act or a Punjab Act and owned or controlled by the State Government ;
- (c) "Depositor" means any local authority, Government company or corporation, market committee, marketing board or any co-operative society for which a sub-minor head of account has been allotted in Annexure „A“;
- (d) "Local Authority" includes any municipal committee, notified area committee, zila parishad, panchayat samiti, panchayat or improvement trust; and
- (e) "Surplus Funds" means funds which are either not permitted by law, rules by-laws or articles of association, to be used in the business of the depositor, or are not needed, at least for a period of three months or use in the business of the depositor.

12.30. Any local authority, Government company or corporation, co-operative society, market committee, marketing board and university may maintain deposit accounts with Government treasuries for keeping their surplus funds as interest bearing deposits.

12.31. Such deposits shall be classified in Government accounts as follows:-

Deposits	Major Minor Heads
(a) In the case of Government companies or corporations,	8342-Other Deposits-103-Deposits of Government Companies, Corporations etc.
(b) In the case of Government boards and universities etc.	8342-Other Deposits-120-Miscellaneous Deposits.
(c) In the case of local bodies, (e.g. municipal corporations, municipal committees, improvement trusts, zila parishads, panchayat sanities and gram panchayats and market committees),	8338-Deposits of Local Funds - 101 - Deposits of Municipal corporations /104- Deposits of other Autonomous bodies.

A list of sub-heads of accounts under the above major and minor heads is at Annexure „A” and the Government may add to, or delete from the list any accounts after consultation with the Accountant General, Punjab.

12.32. All the deposits made under Rule 12.30 shall be administered by the Government in the Department of Finance.

12.33. (1) The deposits shall be accepted at a Treasury or Sub-Treasury on presentation by the depositor concerned, of a challan prepared in the form S.T.R.-4, in quadruplicate, duly filled in ink, marked “Original”, “Duplicate”, “Triplicate” and “Quadruplicate”.

(2) In the case of Bank Treasury, the amount will be received by the Bank which will return the challan marked “Original” and “Duplicate” to the depositor and forward the remaining two copies to the Treasury Officer along with his daily account of Punjab Government receipts. In the case of a non-bank treasury, similar procedure will be followed for issuing the receipted copies of two challans.

(3) At the end of each month, the Treasury Officers shall send a monthly statement of deposits received and repaid at his Treasury, in the Form at Annexure „B” to the Accountant-General, Punjab, duly supported with the receipted copy of the challan marked “Quadruplicate” retaining the other copy marked “Triplicate” in his office for purpose of his cash account.

12.34. The depositor shall forward the receipted copy of challan marked “Duplicate” to the Department of Finance.

12.35. On receipt of the copies of the challan from the depositor, as well as from the Treasury Officers in the Department of Finance, necessary acknowledgement will be issued to the depositor concerned in the form of a letter.

12.36. Entries of receipt will be made on the basis of the treasury challan in the ledger of Deposit Account maintained in the Department of Finance. But the entries relating to payment will be made on the basis of reports of the treasury officers in respect of deposits which are permitted to be withdrawn at their treasuries in pursuance of rule 12.41. Each entry in the ledger account shall be initialled by responsible officer of the Department of Finance duly nominated for the purpose.

12.37. For making a withdrawal from the deposit account, a demand note shall be submitted, by the depositor in a form confirming, as far as possible, to the form at Annexure „C” to this chapter. Such demand note should reach the Department of Finance at least seven days before the intended date of withdrawal.

12.38. Upon the receipt of the demand note, the particulars stated therein regarding the amounts deposited and the balance at credit shall be duly verified and after satisfaction as to its correctness, necessary sanction for the refund of the deposit will be issued.

12.39. No authority of Accountant General, Punjab will be needed for withdrawal of the amount after the sanction is issued under Rule 12.38. A bill will be prepared in the Department of Finance under the signature of the Controlling Officer (Deputy Secretary or Joint Secretary to Government, Punjab, Department of Finance, as the case may be) duly appointed for the purpose and will be presented at the Punjab Treasury, Chandigarh, supported with a copy of the sanction.

12.40. The Treasury Officer shall pass the bill with due reference to the sanction issued by the Government and shall arrange payment by means of Bank Draft or R.T.R. (Repayment Track Record) in the case of payments to be made at out- stations and by endorsement to the Bankers of the depositor for collection in case of payments to be made at Chandigarh.

12.41. Notwithstanding the provisions of Rules 12.37 to 12.40 the Government may by a general or special order, authorise the Treasury Officer to permit withdrawal to the depositors stationed outside Chandigarh, subject to such limitations and conditions as may be specified in the order. In such case, no specific sanction of the Government for the repayment of the deposit would be needed and the Treasury Officer would, on presentation of a demand note by the depositor permit withdrawals after complying with the instructions contained in such orders.

12.42. In the case of all withdrawals and payments, actual payee receipt shall be obtained from the payees. In the case of payments made by the Department of Finance, such receipts shall be attached with the office copies of the bills concerned under the initials of the Controlling Officers (Deputy Secretary or Joint Secretary to Government, Punjab, Department of Finance as the case may be). In the case of withdrawals permitted by the Treasury Officers, the actual payees' receipts will be obtained by them at the time of authorising payment and forwarded to the Accountant-General, Punjab, in support of their list of payment.

12.43. The accounts of the interest-bearing deposits shall be maintained in the Department of Finance and shall comprise the following books: –

- (i) The ledger for each minor head of account in the form at Annexure „D" in which accounts of the individual depositors shall be maintained.
- (ii) A broad sheet separately for each minor head of account in which all transactions of receipts and withdrawals shall be recorded from the daily register maintained in the Department of Finance as well as from the monthly statement received from the Treasury Officers.
- (iii) A bill register shall be maintained in the Department of Finance in which record of payments made by the Department of Finance shall be kept with the following particulars: –
 - (a) Date of the bill.
 - (b) Name of the depositor.
 - (c) Amount of the bill.
 - (d) Date of delivery of bill to the depositor.
 - (e) Date of paying the bill by Treasury Officer.
 - (f) In the case of remittance by bank draft or R.T.R. No. and date of the bank draft or R.T.R. as the case may be and date of issue to the depositor.

12.44. (a) Interest on the deposits shall be calculated half-yearly as on the 31st March and the 30th September each year in the Department of Finance at the rates fixed from time to time. A Transfer Entry will be prepared by the Department of Finance and proposed to the Accountant-General, Punjab for debiting the head 2049– Interest Payments–60–Interest on other obligations–101–Interest on Deposits and contra credit to the depositors account concerned.

(b) An entry on the basis of the Transfer Entry shall also be made in the broadsheet as well as the accounts of respective depositors in ledger:

Provided that, for calculating interest on deposits, the credit on account of interest shall not be taken into account in the balance.

(c) At the end of each month, the balances of each account shall be worked out and compared with the balances as per broadsheets, and the discrepancy, if any, shall be rectified.

12.45. The Department of Finance shall arrange for reconciliation of all the interest-bearing deposit accounts with Accountant General, Punjab so as to tally the figures as per accounts maintained in the Department of Finance with those as per records of Accountant General, Punjab.

12.46. After accounts have been reconciled an account statement shall be prepared in the form at Annexure „E" and sent to the depositor for information and confirmation of the balance as at the end of each financial year.

12.47. The transaction receipts and withdrawals of such deposits shall be accounted for by the Treasuries in their cash accounts or the list of payments as the case may be. The Accountant General, Punjab, may, however, in consultation with the Department of Finance specify any other schedules or reports to be appended to the cash accounts/list of payments in connection with such transactions.

12.48. The Department of Finance shall furnish to the Accountants General, Punjab such returns and statements with regard to the accounts of such deposits as may be prescribed after consultation with Accountant General, Punjab.

12.49. The accounts of such deposits maintained in the Department of Finance shall be subject to audit by the Accountant General, Punjab at such periodical intervals, as may be prescribed by him.

(Rules 12.29 -12.49 shall take effect from the 1st April, 1974.)

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[Annexure 'A']

PUNJAB FINANCIAL RULES VOLUME I

[Chap. 12]

ANNEXURE 'A'**(Referred to in rules 12.29 and 12.31)**

List of sub-heads under the Head „8342–Other Deposits" and „8338–Deposits of Local Fund".

Part I**8342–Other Deposits.****103–Deposits of Government Companies or Corporations.**

1. Punjab State Industrial Development Corporation Ltd.
2. Punjab State Small Industries and Export Corporation Ltd.
3. Punjab State Civil Supplies Corporation Ltd.
4. Punjab State Water Resources Management and Development Corporation Ltd.
5. Punjab Agro-Industries Corporation Ltd.
6. Punjab Film and News Corporation Ltd.
7. Punjab State Electronics Development and Production Corporation.
8. Punjab Seeds Corporation Ltd.
9. Punjab Dairy Development Corporation Ltd.
10. Omitted.
11. Omitted.
12. Punjab State Handloom and Textile Development Corporation Ltd.
13. Omitted.
14. Pepsu Road Transport Corporation (a Statutory Corporation).
15. Punjab Financial Corporation (a Statutory Corporation)
16. Punjab Scheduled Castes Land Development and Finance Corporation Ltd.
(a Statutory Corporation).
17. Punjab Warehousing Corporation (a Statutory Corporation).
18. Punjab Backward Classes Land Development and Finance Corporation.
19. Punjab Hosiery and Knitwear Development Corporation Ltd.
20. Punjab State Co-operative Supply Marketing Federation (a Co-operative Society Registered under the Punjab Cooperative Societies Act, 1961).
21. Punjab State Housing Federation (a Cooperative Society registered under the Punjab Co-operative Societies Act, 1961).

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DEPOSITS

[Annexure 'A']

PART II**8342—Other Deposits**

120—Miscellaneous Deposits

1. Punjab State Agricultural Marketing Board.
2. (i) Punjab State Power Corporation Ltd.
(ii) Punjab State Power Transmission Corporation Ltd.
3. Punjab State University Text Book Board.
4. Punjab School Education Board.
5. Punjab Defence and Security Relief Fund.
6. Punjab Agricultural University.

PART III**8338—Deposits of Local Funds.**

101—Deposits of Municipal Corporations/Deposits of Municipal Committees, and the Local Bodies (each municipal committee will be a separate sub-head).

PART IV**8338—Deposits of Local Funds**

104—other autonomous bodies .

- (1) Improvement Trusts.
(Name of Improvement Trusts).
- (2) Market Committees.
(Name of Market Committee).
- (3) Punjab Water Supply and Sewerage Board.
- (4) Punjab Housing Development Board.

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[Annexure 'B']

PUNJAB FINANCIAL RULES VOLUME I

[Chap. 12]

ANNEXURE 'B'
[Referred to in rule 12.33(3)]

 Treasury

Monthly statement of Deposits received and/or paid in Sector K-Deposits and Advances-Deposits bearing interest.

		Month _____			
Particulars		Balance at the commencement of the month	Receipts during the month under report	Payments made during the month under report	Balance at the end of the month under report
Challan No. Dt. Amount Vr. No. Dt. Amount					
Part I	8342-Other Deposits-103-Deposits of Government Companies, Corporations(Name of Depositor)				
Part II	8342-Other Deposits-120-Miscellaneous Deposits (Name of Depositor)				
Part III	8338-Deposits of Local Funds-101-Deposits of Municipal Corporations (Name of Depositor).				
Part IV	8338-Deposits of Local Fund-104-Deposits of Autonomous Bodies				
	(1) Improvement Trusts, (Name of Improvement Trusts),				
	(2) Market Committees, (Name of Market Committees),				
	(3) Punjab Water Supply and Sewerage Board,				
	(4) Punjab Housing Development Board,				

[Chap. 12]

DEPOSITS

[Annexure 'C']

ANNEXURE 'C'

[Referred to in rule 12.37]

DEMAND NOTE**for****Withdrawal of interest bearing deposit from Government.**

- (1) Name of the depositor _____
- (2) Particulars of later deposit; _____
- (a) Challan No. & date _____
- (b) Amount _____
- (3) Balance as on _____
- (date) _____
- (4) Amount to be withdrawn _____
- (5) Date by which withdrawal is needed _____
- at the latest.
- (6) Name of the bank through which the _____
- bill should be endorsed for collection.

Dated: _____

Signatures of the Chief Executive

Authority or any other Authorised Officer
with office Seal.

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[Annexure 'D']

PUNJAB FINANCIAL RULES VOLUME I

[Chap. 12]

ANNEXURE 'D'

[Referred to in rule 12.43 (i)]

LEDGER

Name of the Depositor _____

Date of Transaction	Particulars	Receipts	Payment	Balance	Balance for calculation of Interest	Amount of interest	Remarks

[Chap. 12]

DEPOSITS

[Annexure 'E']

ANNEXURE 'E'**[Referred to in rule 12.46]**

Statement of Account in respect of Interest Bearing Deposits of _____
 Under Head _____

For the period from 1st April _____ to 31st March _____

Date	Particulars	Deposits	Withdrawal	Balance
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CHAPTER XIII**LOCAL FUNDS****I- Explanation**

13.1. (a) The expression "Local Funds" denotes, –

- (1) the revenues administered by bodies which by law or rules having the force of law come under the control of Government, whether in regard to the proceedings generally or to specific matters such as the sanctioning of their budgets, sanction to the creation or filling up of particulars posts, the enactment of leave, pension or similar rules;
- (2) the revenues of anybody which may be specially notified by the competent authority as such. Audit of the accounts of all such funds to be done by the Local Audit Wing of the Finance Department to enable the Finance Department to check the utilisation of funds provided and process the proposals for further grants and loans required by these organisations. Audit by the agency of the State Government is conducted in addition to regular audit by the Chartered Accountant which may be obligatory under the Income Tax Laws or is got done by the Institutions as internal audit.

(b) The main classes of local funds are:–

- (1) District Funds.
- (2) Municipal Funds.
- (3) Other Funds: –
 - (i) Town and Bazaar Funds.
 - (ii) Educational Funds (including Athletic Fund).
 - (iii) Other miscellaneous Fund.
 - (iv) Village Panchayat Fund.

(c) Unless the contrary appears from the context, the instructions in this chapter apply primarily to the treatment of the transactions of the several Funds by the Treasury, and not to the maintenance of accounts in their own offices.

Note – The expression "Local Body" as used in this Chapter means the authority legally entitled or especially empowered by Government to administer local fund.

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[13.2-13.10]

PUNJAB FINANCIAL RULES VOLUME 1

[Chap. 13]

II - Custody of Funds

13.2. Unless permitted by the competent authority, or by a law, local funds are ordinarily obliged to place their funds in a Government treasury or the Bank, if there is one near the local body concerned.

Note.—The orders regarding the custody and investment of Municipal funds are contained in sections 54 and 55 of the Punjab Municipal Act, 1911.

III—Powers of incurring and Sanctioning Expenditure

13.3. The powers of the several authorities in the matter of incurring and sanctioning expenditure in respect of local funds administered by Government are regulated by the following principles:—

(1) As regards funds constituted by the Statute, powers of incurring and sanctioning expenditure will be regulated solely by the provisions of the statute. If the statute is silent on this point the Government as the final administrative authority, will have full powers of incurring and sanctioning expenditure and of delegating such powers.

(2) As regards other funds, the authority, which constituted the fund, will have full powers of incurring and sanctioning expenditure and of delegating such powers.

IV—Maintenance of Accounts at Treasuries

13.4. Omitted.

(b) Plus and Minus Memorandum

13.5. A plus and minus memorandum should be prepared and submitted to the Accountant-General as prescribed in Articles 110 and 111 of Account Code, Volume II.

Note.—A detail of separate accounts showing the gross total receipts and the gross total disbursements of each Municipal Fund should be sent to the Accountant-General with the cash account and second list of payments. As this Detailed Statement, is in the form of a plus and minus memorandum it is not necessary to show these receipts, payments and balances again in the separate plus and minus memorandum.

13.6 to 13.9. Omitted.

VI - Adjustment of Contributions Payable to or by Local Bodies

13.10. (For first 3 paragraphs see rule 415 of the Punjab Treasury Rules) .

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LOCAL FUNDS

[13.10-13.13]

Unless otherwise specified in the conditions governing the grants all fixed grants payable by Government shall be made to the Local Bodies, at the beginning of each financial year.

VII—Miscellaneous

13.11 to 13.13. Omitted.

CHAPTER-XIV**PROCUREMENT OF GOODS AND SERVICES BY ALL DEPARTMENTS****PROCEDURE AND RULES FOR THE PROCUREMENT OF GOODS AND SERVICES BY ALL DEPARTMENTS AND OFFICERS OF THE GOVERNMENT OF PUNJAB.**

The main feature of these rules consists in the assertion of a definite preference for Stores produced and manufactured wholly or partially in India, in general and in Punjab, in particular.

For the development of industries to the utmost extent, purchase preference shall be given to local suppliers in all procurements undertaken by procuring entities controlled by the Government of Punjab.

The first preference shall be extended to the products of Government owned industries carried on in Government work centres, Cooperative societies, Jails, Reformatory settlements and industrial institutions and schools in Punjab.

To establish legal foundations for procedures for procurement by public entities so as to ensure timely delivery of intended outcomes with efficiency, economy, integrity and accountability, transparency, fair and equitable treatment of bidders, public confidence regarding good governance in the process and for the matters connected therewith or incidental thereto, the procurement of goods and services by the departments shall be made as per Appendix 8 of the Punjab Financial Rules, Volume II.

CHAPTER - XV

STORES

I. GENERAL RULES

(i) INTRODUCTORY

Note.—This chapter contains the general rules applicable to all departments regarding stores required for use in public service and in the maintenance of their accounts and other matters ancillary thereto. Detailed rules and instructions relating to the various departments, e.g., Public Works, Forest, Jail and Stores Purchase or other departments responsible for or concerned in large purchases, manufactures or consumption of stores are contained in the departmental regulations relating to the department concerned.

The term "Stores" used in this chapter applies generally to all articles and material purchased or otherwise acquired, for the use of Department including not only expendable or issuable articles in use or accumulated for specific purposes but also articles or dead stock of the nature of plant, machinery, instruments, furniture, equipment, fixtures, etc.

15.1. The departmental officers entrusted with the care, use or consumption of stores are responsible for maintaining correct records and preparing correct returns in respect of the stores entrusted to them. They are also responsible for keeping them in proper custody and in good and efficient condition and for protecting them from deterioration. They should also take proper precautions to prevent loss of public stores by fire or other accidents. Any loss of or damage to Government stores, should forthwith be reported by them to their immediate superiors.

Note.—Expenditure on stores incurred in Civil Departments is included under contingent expenditure (except where treated otherwise, e.g. stores relating to works) and subject to what is provided in the following rules is governed generally by the rules which apply to such expenditure.

(ii) PURCHASE AND ACQUISITION OF STORES

15.2. The procurement of goods and services by all the departments shall be made as per the provisions of "The Punjab Transparency in Public Procurement Act 2019 and the rules made thereunder as contained in Appendix 8 of the Punjab Financial Rules, Volume II.

(iii) SALE AND DISPOSAL OF STORES AND WRITE OFF OF LOSSES OF STORES

15.3. Rules for the condemnation and disposal of unserviceable or surplus stores and for the maintenance, repairs and condemnation of cycles in all departments of the Punjab State are incorporated as Annexures „C" and „D" of this Chapter respectively. The losses, thereof, if any, will be written off by the competent authority on the basis of the recommendations of the Board, constituted under the rules contained in Annexures „C" and „D".

Note.—The sale proceeds of unserviceable furniture in the official residences of the Governor should be credited to the State Revenues and not to the grant for the maintenance and repairs of furniture in Government Houses.

(iv) RECEIPT OF STORES

15.4. (a) All materials received should be examined, counted, measured or weighed, as the case may be, when delivery is taken, and they should be taken in charge by a responsible Government employee who should see that the quantities are correct and their quality good, and record a certificate to this effect. The Government employee receiving the stores should also be required to give a certificate that he has actually received the materials and recorded them in the appropriate stock registers.

(b) At the time of making payment it should be seen that the rates paid are not in excess of those entered in the contract of agreement made for the supply of stores and that suitable notes of payment are recorded against the indents and invoices concerned to prevent double payments.

15.4-A. Sales to private persons of stores other than those which are found to have become obsolete or unserviceable are regulated by special rules and orders applicable to particular departments. When stock materials are sold to the public or any other department or authority at their full value, a suitable percentage as determined by competent authority, should be added to the book value to cover charges on account of supervision, storage and contingencies. This addition may, however, be waived by the officer empowered to sanction the sale in the case of surplus stock, which in his opinion would otherwise be unsaleable.

(v) ISSUE OF STORES

15.5. When materials are issued from stock for departmental use, manufacture or sale, etc. the Government employee in charge of the stores should see that an indent in P.F.R. Form 20 has been made by a properly authorised person, examine it carefully with reference to the order or instructions for the issue of stores and sign it after making suitable alterations under his dated initials in the description and quality of materials, if he is unable to comply with the requisition in full. He should then prepare and sign the form of the invoice attached to the indent according to the supply actually made. The indent should be returned at once to the requisitioning Government employee for signature. When materials are issued, a written acknowledgement should be obtained from the person to whom they are ordered to be delivered or dispatched, or from his duly authorised agent. In case of stores issued to a contractor, the cost of which is recoverable from him the acknowledgement should give

Full particulars of the materials issued including the recovery rates and the total value chargeable to the contractor.

(vi) TRANSFERS OF CHARGE OF STORES

15.6. Special attention should be paid by a Government employee in charge of stores to ensure that in cases of transfers the stores in his charge are made over correctly to his successor and a proper receipt taken from him. This is necessary in order to fix responsibility for the loss of stores on the particular person. Accordingly, when a Government employee in direct charge of stores makes over charge to another Government employee, a joint transfer report accompanied by the relieving Government employee's receipt for the stores which have been in the custody of the relieved Government employee should be submitted to the next higher authority. If the relieving Government employee fails to bring to notice within a reasonable period any deficiency or defect in stores taken over from his predecessor, he will be held responsible for the same both as to quantity and quality so far as he was in a position to ascertain it.

Every departmental officer is bound to take over charge of departmental stores which, from the death or departure of the person lately in charge or from any other cause, may be left at or near his station without adequate protection.

II. CUSTODY AND ACCOUNT OF STORES

(i) GENERAL

15.7. The Head of an office or any other officer entrusted with stores of any kind should take special care for arranging for their safe custody, for keeping them in good and efficient condition and for protecting them from loss, damage or deterioration. Suitable accommodation should be provided more particularly for valuable and combustible stores. He should maintain suitable accounts and inventories and prepare correct returns in respect of the stores in his charge with a view to preventing losses through theft, accident, fraud or otherwise and to making it possible at any time to check the actual balances with the book balances and the payments made to suppliers etc. For securing this object it is important that all quantities received in or issued from stores are entered in the stock account strictly in accordance with the rules and in the order of occurrence on the dates the transactions take place, so that it should be possible at any time to check the actual balance with the book balances.

15.8. The form of stock accounts mentioned in the preceding rules should be determined with reference to the nature of the stores, the frequency of the transaction and the special requirements of each department of office in which they are used. Thus the accounts to be kept for consumable stores like dietary stores in a hospital or

jail, of which there are numerous and varied transactions, differ very materially from those to be maintained of the articles of furniture in an office.

15.9. Separate stock accounts or inventories should be kept of –

- (1) “Dead stock” such as plant, machinery, furniture, equipment and fixture; and
- (2) “Other Stores” which consists of consumable and perishable articles.

Note.—For the purpose of maintaining accounts it may, in some cases, be convenient to group articles of stores under different sub-heads, such as small stores, building materials, timber, metal, fuel, printers stores etc. Where such sub-heads have been prescribed each article should be shown in the accounts under the respective head.

(ii) DEAD STOCK

15.10. An inventory of the dead stock should be maintained in all Government offices in a form prescribed by competent authority, showing the number received, the number disposed of (by transfer, sale, loss, etc.) and the balance in hand for each kind of article. The instructions given below should be carefully observed by all concerned:—

(1) The inventory should be priced whenever the items have to enter into the block account maintained for a Government commercial undertaking or the value of the items is necessary in order to enable Government to calculate the charge to be levied upon private persons or bodies. As regards other items, numerical inventory would suffice, except for articles costing above Rs. 1,000

Note.—For the purpose of numerical inventory, articles of a similar description such as tables, durries, carpets, etc. should be put into separate categories, each category comprising articles of the same measurement and value and manufactured with the same metal or wood or other material.

(2) The inventory should ordinarily be maintained at the site of the dead stock. Whether it is desirable in any particular case, to depart from this general principle, or to maintain additional consolidated inventories elsewhere should be decided on the merits of each case.

(3) The inventory should be checked by the head of the department once a year and a certificate of the result of check recorded.

(4) Articles of dead stock should be verified at least once a year and the result of verification recorded on the inventory. All discrepancies noticed must be properly investigated and brought to account immediately so that the inventory may represent the true account.

Note.—The furniture in the official residences of the Governor should be verified in accordance with the regulations given in Annexure A to the Chapter.

[Chap.15]

STORES

[15.10-15.15]

(5) When articles of dead stock, e.g., tools and plants are lent to local bodies, contractors and others, the hire and other charges as determined under rules prescribed by competent authority, should be recovered regularly.

(6) Government libraries and museums should maintain up-to-date catalogues as well as prescribed accounts stock and inventories.

(iii) OTHER STORES

15.11. "Other Stores" will be governed by the following rules. It is not intended that these rules should replace the detailed stores accounting rules which exist at present in some of the more important departments, which have large stores transactions, e.g. the Public Works, etc. They are intended to be merely model rules to be applied, with or without modifications, as the circumstances require, at the discretion of the competent administrative authority, in any department, office or institution where no such rules exist at present, or where the existing rules are defective.

15.12. A reliable list, inventory or account of all stores in the custody of Government employees should be maintained, in a form prescribed by the Head of the Department, to enable a ready verification of stores and check of accounts at any time and transactions must be recorded in it as they occur.

15.13. Priced lists, recording both quantities and values, should be maintained in cases where the stores are intended to be converted into money, or where it is desired to distribute their cost over the works, items or subjects on which they are actually used.

In such cases, the expenditure on stores must be charged to a stores suspense head in the first instance.

15.14. Purely numerical inventories, i.e. recording quantities only, will suffice in cases when the articles are intended solely for the service of the department keeping them and it is not desired to distribute their cost. In such cases, the expenditure on stores must be charged off finally to the service head concerned.

Note.—In some cases, it may be found necessary to show prices and measurement, etc.—Vide note below rule 15.10. (1) against some articles, say when for facility of identification or other reason, it is desirable to distinguish costly articles from cheap articles bearing the same general description otherwise. Such articles should not be treated as priced articles if the requirements of this rule are otherwise satisfied.

15.15. The lists, inventories or accounts of stores should in all cases, be subject to such internal check as may be prescribed by the Head of the Department, whether or not they are subject to any check by the Accountant-General.

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[Chap. 15]

15.16. A physical verification of all stores should be made at least once in every year under rules prescribed by the Head of the Department, and subject to the condition that the verification is not entrusted to a person –

- (i) who is the custodian, the ledger-keeper, or the accountant of the stores to be verified, or who is a nominee of, or is employed under the custodian, the ledger-keeper or the accountant; or
- (ii) Who is not conversant with the classification, nomenclature and technique of the particular classes of stores to be verified.

The verification should never be left to low-paid subordinates, and in the case of large and important stores, it should be as far as possible, entrusted to a responsible Government employee who is independent of the superior executive officer in charge of the stores.

A certificate of verification of stores with its results should be recorded on the list, inventory or account, as the case may be, where such verification is carried out.

15.17. In making a physical verification, the following instructions should invariably be observed—

- (a) verification must always be made in the presence of the Government employee responsible for the custody of the stores or of a responsible person deputed by him;
- (b) all discrepancies noticed should be properly investigated and brought to account immediately, so that the stores account may represent the true state of the stores ; and
- (c) shortages and damages as well as unserviceable stores, should be reported immediately, to the authority competent to write off the loss (vide rule 15.3).

15.18. Balances of stores should not be held in excess of the requirements of a reasonable period or in excess of any prescribed maximum limit. In order to ensure the observance of this rule, a periodical inspection should be made by a responsible Government employee, who must submit a report of surplus, unserviceable and obsolete stores to the authority competent to issue orders for their disposal (vide rule 15.3). The inspection should unless there be good reason to the contrary, be made six- monthly in the case of perishable stores, and once a year in the case of other stores. Stores remaining in stock for over a year should be considered surplus unless there is any good reason to treat them otherwise.

15.19. Where a priced inventory is maintained, it is essential that the values recorded therein shall not be materially in excess of the market value of the stores. The Head of the Department concerned must issue instructions to govern :—

- (a) the fixation of prices with reasonable accuracy;
- (b) the periodical review and revision of rates; and
- (c) the agency to be employed in periodical revaluation.

Note.— The “market value” of an article, for this purpose means the cost per unit at which the article, or an article of a similar description, can be procured at a given time at the stores godown from some suitable public markets. It should be inclusive of carriage and incidental charges, and may even include reasonable provision for wastage, breakage and depreciation when these are inevitable.

15.20. (a) All profits and losses due to revaluation, stock taking or other causes should be duly recorded and adjusted where necessary. Formal sanction of the competent authority (vide rule 15.3) should be obtained in respect of losses, even though no formal correction or adjustment of accounts is involved.

(b) Losses due to depreciation should be analysed and recorded under the following head, according as they are due to:—

- (1) normal fluctuation of market prices ;
- (2) fair wear and tear ;
- (3) lack of foresight in regulating purchases ; and
- (4) neglect after purchase.

(c) Losses not due to depreciation should be grouped under the following heads :—

- (1) Losses due to theft or fraud;
- (2) Losses due to neglect on the part of Government employees ;
- (3) Losses due to an act of God and other calamities such as fire, enemy action, etc. ;
- (4) Anticipated losses on account of surplusage of obsolete stores or of purchases in excess of requirements ; and
- (5) Other losses due to damage, etc.

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III. AUDIT OF ACCOUNTS OF STORES AND STOCK

15.21. Section 17 of the Comptroller and Auditor-Generals (Duties, Powers and Conditions of Service) Act, 1971 authorises the Comptroller and Auditor-General of India to audit and report on the accounts of stores and stock kept in any office or department of the State Government in accordance with the regulations framed by the Comptroller and Auditor-General of India under the provisions of section 23 of the said Act.

15.22. Omitted.

ANNEXURE A**[Referred to in note below rule 15.10(4)]**

The administration of the furniture grants of the official residences of the Governor, Punjab, including the up-keep of a stock list and the purchase, repair and maintenance of furniture shall be conducted by the Military Secretary who would furnish the Accountant General, Punjab with an annual certificate of verification in the form given below. During the second and fourth year of the incumbency of the Governor and at least once in every three years the certificate of verification should be countersigned by a Group A employee of the Public Works Department in token of his joint responsibility for the actual verification.

Form of Certificate of Verification.

“Certified that all furniture in Raj Bhawan has been inspected and checked with stock lists maintained. I am satisfied (i) that all new supplies up to date have been correctly brought on the stock lists, (ii) that the stock lists are correct in all respects, (iii) that the articles in stock agree with the stock lists, (iv) that the sale-proceeds have been properly accounted for, and (v) that sanction of competent authority exists for writing off all articles struck off the stock lists.

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ANNEXURE B**Omitted.**

ANNEXURE C**(Referred to in rule 15.3)**

1. These rules may be called rules for the Condemnation and Disposal of Unserviceable or Surplus Stores.

2. Definitions :—

- (a) „Board” means the Condemnation Board appointed by the Punjab Government under these rules.
- (b) Intending Officer includes officers of the Punjab State who are authorised to place the indents on the Punjab Stores Department and all other Drawing and Disbursing Officers.
- (c) „Prescribed date” means 1st January and 1st July each year.
- (d) „Stores” includes all kinds of stores including machinery and hardware articles which are purchased through the Punjab Stores Department or otherwise.
- (e) „Surplus Stores” means stores including machinery which though in good and serviceable condition, are not required in practical use by any Department of the State.
- (f) „Unserviceable Stores” means Stores which are considered unfit for use by any Department of the State.

3. (i) All Heads of Departments in the State should forward to the Controller of Stores, Punjab, twice each year by the prescribed date, a consolidated statement of unserviceable or surplus stores in the form prescribed in Appendix I. The Indenting Officers in the State should forward the particulars of these stores to their respective Heads of Departments a month in advance of the prescribed date.

(ii) While intimating the surplus stores to the Controller of Stores the Head of Department will give a certificate that the surplus stores are not required by any of the office under his control.

4. No store whose book value is more than Rs. 2,00,000 shall hereafter be condemned or disposed of except under order of Board constituted for the purpose under these rules.

Notes.— (i) Stores whose book value is not more than Rs. 2,00,000 and „Rs. 20,000 rendered unserviceable may be condemned or disposed of by the Heads of Departments/District Heads of Offices of the Department concerned, respectively.

(ii) Officers concerned shall ensure that they or their subordinates do not split up the material.

(iii) In respect of unserviceable stores whose book value exceeds Rs. 20,000 but does not exceed Rs. 2,00,000 which are condemned or disposed of by the Heads of Departments, a report should be sent to the Departments of Finance and Vigilance for information, within a week of condemning the stores.

(iv) The Punjab Roadways are exempt from the operation of these rules.

5. All stores other than those covered by the provisions of note (i) below rule 4 *ibid* which are considered surplus or unserviceable with any Department shall not be transferred or sold without reference to the Board.

6. On the receipt of the prescribed statement from the Heads of Departments the Controller of Stores, Punjab, will constitute a Board for condemnation and disposal of unserviceable or surplus stores.

7. The Board shall consist of five members. Three of these will be nominated out of the following officers of whom one shall be Controller of Stores, or his nominee. The fourth member will be nominated by the Department concerned:—

- (1) Controller of Stores, Punjab.
- (2) Chief Engineer, Buildings, and Roads Branch.
- (3) Chief Engineer, Electricity Branch.
- (4) Chief Engineer, Irrigation Branch.
- (5) Chief Engineer, P.W.D. Public Health Branch.
- (6) Inspector-General of Police, Punjab.
- (7) Inspector-General of Prisons, Punjab.
- (8) Director of Agriculture, Punjab.
- (9) Director of Industries, Punjab.
- (10) Director of Public Instruction, Punjab.
- (11) Director of Health Services, Punjab.
- (12) Joint State Transport Commissioner, Punjab.
- (13) Chief Conservator of Forests, Punjab.

The fifth member will be nominated by the District Magistrate of the district where the meeting for declaration of condemned or surplus stores is to be held.

8. The officers mentioned in Rule 7 may either attend the meeting personally or depute a representative.

9. The quorum for the Board shall be three members.

10. The Board shall meet twice every year on such date and place as may be fixed by the Controller of Stores, Punjab.

11. The notice for the meeting shall be given to the members fifteen days in advance.

12. All unserviceable or surplus stores shall be collected at a suitable place and the officers of the Departments concerned will be instructed well in advance, to produce them for inspection of the Board on the date fixed for the purpose.

13. The Board shall on inspection by itself or an officer authorised by it, decide whether any of the stores submitted for condemnation are to be declared surplus or should be condemned or can be utilised after proper repairs and shall record their decision in writing.

14. The stores which are declared surplus by the Board may be transferred to any other department subject to payment of the price as may be fixed by the Board. The Controller of Stores, will circulate the list of such stores to all Heads of Departments who may exercise their option of purchases at the price so fixed, within a period of two months. In the event of non-receipt of any reply for the purchase of such stores from any Head of Department the same will be sold by the Head of Department, or his responsible nominee in the presence of a representative of the Controller of Stores by Public auction to the highest bidder subject to a reserve price if any fixed by the Board. The Board is to fix the reserve price and also to fix the percentage or reserve price up to which bids should be accepted by the Committee.

Example:—

Suppose the reserve price of stores is fixed by the Board at Rs. 500 and percentage for accepting bids is fixed by the Board up to 90 percent, the committee would be competent to dispose of stores at 10 percent below reserve price, i.e. Rs. 450 and not below this limit although higher offer would be welcome.

15. If the Board consider that any of the stores can be utilised after proper repairs, they will be sent to the nearest Government manufactory such as Jail, Work centres of Vocational Training Centre, Government Workshop or may be repaired locally whichever method is considered suitable.

16. The stores as are condemned by the Board will be put for auction by Board or by the Head of the Department or his nominee in the presence of the representative of the Controller of Stores, Punjab, immediately thereafter and sold to the highest bidder.

17. Sale proceeds of condemned or surplus stores will be credited to Government in the following manners:—

- (i) Sales proceeds of condemned or surplus stores belonging to the Commercial departments will be credited to the receipt head of account of the department concerned.

- (ii) Sales proceeds of all condemned stores in case of Department of Public Works will be credited to the head Deduct Receipts and Recoveries on Capital Account if the expenditure incurred on acquisition was charged to Capital outlay otherwise to the revenue head concerned. The sale proceeds of the Stores purchased at the cost of local bodies should be credited to the relevant estimate for the deposit work from which the original cost had been met.
- (iii) Sale proceeds of condemned stores relating to all Departments other than Department of Public Works and Commercial Departments if not effected within the accounts of the year in which the expenditure was incurred should be treated as „receipt“ of the Department to which the store belong. The sale proceeds of stores on which expenditure had been incurred during the same year in which they are disposed of are to be accounted for in reduction in expenditure of the Department concerned.

18. A copy of the proceedings of the Board will be forwarded by the Controller of Stores, to the State Government, and relevant extract to the Department to which the stores belong. On receipt of the copy of the proceedings the department concerned will take immediate steps implementing the decisions of the Board and inform its respective officers the action taken in connection with their stores whether condemned, declared surplus, or to be sent to the nearest Government manufactory for repairs.

19. The State Government may appoint one or more auctioners on a fixed percentage of commission for the sale of stores, declared surplus or unserviceable by the Board. The sale will be arranged in the presence of an official nominee of the Controller of Stores and while 25 per cent of the accepted bid should be paid at spot, full payment of the balance shall be made within a period of one month from the date, subject to confirmation of the sale by the Controller of Stores. In case the purchaser fails to pay up the whole amount within this period 25 per cent of the accepted bid will automatically stand forfeited and the stores will again be put to auction. This rule will not be applicable where the sale value of surplus stores is less than Rs. 1,00,000 in which case the full price shall be paid at the fall of hammer.

Note.—The bidder should not be allowed to remove either whole or in part stores purchased by him until he has paid in full amount of his bid.

20. Any dispute relating to the sale of these stores will be referred to the Government in the Department of Industries through Controller of Stores, Punjab, whose decision shall be final and binding, both for the Department as also the purchaser.

21. Where the book value of Stores is Rs. 2,00,000 or more the sale will be effected by the concerned Department by inviting open tenders and not by public auction subject to the approval of State Government.

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STORES

[Annexure C]

Appendix I
(referred to in Rule 3 of the Condemnation of Articles of Stores) Report
of Surplus or Unserviceable Stores for Condemnation or Disposal.

Name of Officer to be contacted _____ Location of Stores _____ Owing Authority _____

Serial No	Particular of Stores	Quantity	Weight	Date of Purchase	Book value
1	2	3	4	5	6

Present condition	Head of account to which disposal proceeds should be credited	Head of account to which the price of the articles was debited at the time of purchase	Why such stores were indented for by the Department when the same were not actually needed for use on the work	Remarks
7	8	9	10	11

No. _____ dated _____

Forwarded in triplicate to the Additional Controller of Stores, Punjab. This form has been filled in, in accordance with the instructions on the reverse. Station

(For use in the Controller of Stores Office Disposal Section)

1. Date of receipt
2. Serial No.
3. Included for meeting fixed for.....
4. Remarks by stores Inspection Officer.....
5. Orders of the Board

Signature of Reporting Officer.

INSTRUCTIONS

1. Separate reports should be prepared for each cover items of similar type.
2. Rate and book values should always be reported. If value is not known then the column should be filled with either of the following „Not known" or „Will be intimated later on". This column must not be left blank on any account.
3. In the case of Textiles in the column „Condition" also be stated the matter of packing and the finish stores.
4. In column 4 weight may be expressed in tons or quintals or fraction thereof.
5. Head of account to which the disposal proceeds shall be credited should be stated in detail viz., the major, minor and detailed head of account should be clearly stated to avoid misclassification.

ANNEXURE D
(Referred to in rule 15.3)

1. These rules will be called „Rules for Maintenance“, Repairs and Condemnation of Cycles in Government Departments.

Note.— The Department of Police will be exempted from the operation of these rules.

2. A separate stock register of cycles should be maintained in every State Government Office. In April each year a proper stock taking of the cycles should be done and result of verification of the stock in hand, should be noted in the column provided for the purpose.

3. The following information should invariably be entered in the stock register and certified by a Group „A“ or Group „B“ Government employee:—

- (i) Number and make of cycle.
- (ii) Date of purchase.
- (iii) Original price.
- (iv) Amount spent on repairs giving date on which each repair was made and the new parts placed stating cost of new tyres, tubes or other component parts.
- (v) Whether the cycle has been constantly in use for official purpose.
- (vi) Condition of the cycle.
- (vii) Any other information in connection with the cycle as may be of use.

4. Cycles purchased for Government use should be marked with an engraved metal label:—

- (a) Government property for official use only.
- (b) District Court, Institution or the name of Government office.

5. The cycle should be put under the charge of a senior official not below the rank of the Office Superintendent or the Head Clerk who will be responsible for its proper maintenance and up-keep.

6. Repairs should be attended to promptly and the expenditure on minor repairs should not exceed Rs. 300 on each cycle, during each year except in case of replacement of component parts, tyres and tubes. Tyres and tubes should have a minimum life of one year except in extraordinary circumstances when a special sanction of Government in the Department of Industries should be sought.

7. The minimum life of cycles is fixed as five years.

8. Whenever any cycle is considered unfit for use and required heavy repairs a report should be made to the Head of the Office who will constitute a Condemnation Board consisting of one senior Group A or Group B Government employee and the Officer Superintendent or Superintendent Grade-II. This Board will examine the condition of the cycle and if it is found beyond repairs and unfit for use, it should be condemned forthwith. Wherever a Head of the office happens to be a Group „C" officer, he/she shall report his/her Controlling Officer who shall constitute a Condemnation Board.

9. The condemned cycles should be auctioned by the Head of Office within a month from the date of condemnation and price realized where from should be credited in the receipt Head of the Department concerned.

10. A complete report about the condemnation and sale of cycles, should be sent for information to the Head of the Department within a fortnight from the date of condemnation.

11. The purchase of a new cycle to replace the condemned one will be sanctioned by the Head of the Department on receipt of report from the Condemnation Board. Heads of Department are allowed to sanction hiring of cycles for one month from the date of auction of condemned cycles.

CHAPTER XVI

WORKS

I. INTRODUCTORY

16.1. (a) The execution of works, other than those in the Department of Forest and those in connection with the buildings under the administrative control of the civil departments using them, is mainly carried out by the Department of Public Works and is regulated by the rules in the Financial Hand book No. 3 (Departmental Financial Rules relating to Department of Public Works and Forest), Public Works Department Code and Account Code, Volume III.

Note.—The authorities competent to accord administrative approval to works executed by the Department of Public Works and to accord technical sanctions are given in Chapter IX and X of the Departmental Financial Rules.

(b) A competent authority may, subject to such restrictions as it may think fit to impose, assign to the departmental officers concerned the execution of petty works in connection with the buildings under the Administrative Control of the Department of Public Works.

(c) The Department of Forest executes its own works instead of entrusting them to the agency of the Department of Public Works. Such works are provided for in the Department of Forest budget and the detailed rules regarding the preparation of plans and estimates and the maintenance of accounts are contained in the Punjab Forest Manual, Volume II.

16.2. A constructional work of which the estimated cost is to exceed Rs. 2,50,000/- should not be entrusted for execution to outside firms or contractors by Departments other than the Department of Public Works without previously consulting the Department of Finance. Furthermore, when it is considered expedient for some special reasons, that such a work appertaining to a department other than the Department of Public Works should be carried out by the departmental agency, the Department of Public Works should be given an opportunity of advising whether the proposed course is desirable or not.

It is also necessary that there should be some provision for the more careful scrutiny and examination of the contracts and agreements for works, the estimated cost of which exceeds Rs. 2,50,000, and which are to be entrusted for execution to outside firms or contractors by Departments other than the Department of Public Works before they are finally executed. Accordingly, all such contracts (and agreements to make contracts) should also be seen in the Department of Finance. That Department will see that legal and professional advice is taken.

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Note.— This rule does not apply to works the cost of which does not exceed Rs. 2,50,000/- and which certain Heads of Departments have the power to execute themselves. In respect of such works the contracts and agreements need not be sent to the Department of Finance.

II. WORKS EXECUTED BY CIVIL OFFICERS

(a) Classification

16.3. The following principles govern the incidence of expenditure of the execution by civil officers of works; petty construction and repairs.

- | | | |
|-----|---|--|
| I | When the building is under the administrative control of the Department of Public Works and no assignment to the Civil Department using it has been made. | The entire expenditure is debited to the grant of Department of Public Works under the major head concerned. |
| II | When the building is under the administrative control of the Department of Public Works and an assignment has been made to the Civil Department using it. | The expenditure is treated as "Works" expenditure of the Civil Department concerned. |
| III | When the building is under the administrative control of the Department using it. | The expenditure is treated as "Works" expenditure of the Civil Department concerned. |

(b) PROCEDURE FOR THE EXECUTION OF WORKS AND THE INCURRING OF EXPENDITURE

Note. — Subject to any general or special rule or order of Government to the contrary, the term administrative control as applied to works implies inter alia the assumption of full responsibility for the construction, maintenance and upkeep of buildings, and other works and the provision of funds for the execution of those functions.

16.4. Expenditure on works falling under class I of rule 16.3 is generally governed by the rules of the Department of Public Works and the civil officers act merely as agents of the Department of Public Works.

16.5. (a) In respect of works falling under class II of Rule 16.3 both the administration and execution devolve upon the officers of the civil department concerned and the forms and procedure relating to expenditure on such works are determined by the Accountant-General generally on the principles underlying the Public Works system as prescribed in Account Code, Volume III, and Financial

Handbook No. 3 (Departmental Financial Rules relating to the Public Works and Forest Departments) for similar transactions of the Department of Public Works. See Article 4 of Account Code, Volume III. The guiding principles laid down by the Accountant-General on the subject are given in Appendix 14.

Note.—The actual procedure followed by the various departments in respect of works assigned to them is given in the Departmental rules or orders of the Department concerned.

(b) For every work, a properly detailed design and estimate should be prepared and administrative approval and technical sanction of the competent authority obtained.

Note.—Administrative approval for petty works and repairs is not required except in cases definitely prescribed in rule 19.12.

16.6. In the case of expenditure falling under class III of Rule 16.3 when the expenditure is Rs. 50,000/- or less the general procedure to be followed and the forms to be used in connection therewith will be those that are adopted in the case of contingent charges. As regards the works costing more than Rs. 50,000/- the procedure relating to works expenditure in the Department of Public Works is generally adopted by Civil Officers.

III. PUBLIC BUILDINGS AND LANDS

16.7. (a) No public building may be purchased or sold or dismantled except with the sanction of the competent authority.

Detailed rules regarding fixtures and furniture in public buildings purchase and sale of Government buildings, hire of office accommodation, use of Government buildings by the Auxiliary Force Register of buildings and residences for Government employees as given in the Public Works Department Code and the Financial Handbook No. 3 (Departmental Financial Rules relating to the Public Works and Forest Departments) in respect of the buildings maintained by that department, apply *mutatis mutandis* to the buildings maintained departmentally by other departments.

(b) Any Government land or other immovable property can be sold or made over to a local authority for public, religious, educational or any other purpose only with the sanction of the competent authority.

The sale and acquisition of land is regulated by the Public Works Code and the Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013 (Act No. 30 of 2013).

(c) When any land or building is transferred from one Department to another under the Punjab Government the transfer shall be free of charges. When land and buildings are transferred from or to a commercial department of the Punjab Government other than the department of Irrigation the following charge shall be made :—

(i) In the case of land:—

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- (a) no charge, where the land is borne on the books at no value; and
 - (b) book or market value, whichever is less where land is valued on the book.
- (ii) In the case of buildings at book value when land or buildings are transferred to or from the Irrigation Branch of the Department of Public Works the full market value will be charged.

CHAPTER XVII

BUDGET

I. Introductory

17.1. Detailed rules defining the responsibility and laying down the procedure for the preparation of budget estimates, prescribing the forms of the estimates and of grants relating to powers of re-appropriation; control over expenditure; and other budget matters generally appear in the Punjab Budget Manual.

II. APPROPRIATION OF FUNDS NECESSARY TO MAKE SANCTIONS TO EXPENDITURE EFFECTIVE

17.2. Sanction to the expenditure of money becomes operative only when funds have been appropriated to meet such expenditure and does not become operative until they have been so appropriated.

There are thus two elements necessary before public money can be spent on any object or work:

- (1) There must be an act of sanction of an authority competent to sanction.
- (2) There must be an act of appropriation of funds for the purpose by an authority competent to appropriate.

Note. In the Department of Public Works in the case of charges against suspense accounts, any expenditure which is not expected to cause an excess over the net provision for the year, may be held to be covered thereby.

17.3. Sanction to recurring expenditure covering a specified period becomes operative when funds are appropriated to meet the expenditure of the first year, and remains in operation till the end of the specified period subject to appropriation in each year.

17.4. In dealing with recurring expenditure disbursing officers must not only take the precautions indicated in rules 17.2 and 17.6 to 17.11 below as regards its initiation, but also those indicated in rule 17.3 as regards its close. Sanction to recurring expenditure terminates—

(a) With the expiry of its specified term whether continuously or in broken periods; disbursing and controlling officers are, therefore, responsible for maintaining a check register of recurring temporary sanctions showing when each expires.

(b) When funds are no longer appropriated.

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17.5. No order should normally issue after the 15th November involving additional expenditure in the ensuing financial year-vide paragraph 6.3 of the Punjab Budget Manual.

17.6. It follows from the foregoing rules—

- (a) that it is not sufficient merely to have sanction of competent authority to the expenditure; for example the entertainment of a clerk may be sanctioned from the 1st April next, but he must not be entertained until the budget has been passed and the requisite funds communicated;
- (b) that it is not enough merely to have funds for specific item of expenditure (such as the entertainment of a clerk passed in the budget). The expenditure must also be sanctioned by competent authority.

III. COMMUNICATION OF BUDGET ALLOTMENTS

17.7. The act of appropriation of funds requires the communication of the budget allotment or supplementary allotments or re-appropriation in the manner laid down in the Punjab Budget Manual.

No appropriation is conveyed merely by the inclusion of an item of expenditure in the revised estimates.

IV. INDICATION OF SOURCE OF APPROPRIATION IN THE SANCTION TO EXPENDITURE

17.8. Authorities which sanction expenditure after funds have been communicated should be careful to indicate the source of appropriation.

In all applications for sanction to expenditure, it should be distinctly stated whether provision for the proposed charge has or has not been made in the budget estimates of the year, and if it has not been made, whether the funds can be found by valid re-appropriation.

Note.— The authority sanctioning the expenditure should indicate the Head of Account to which the expenditure is debitable before communicating the sanction to the Accountant-General.

17.9. Where it is desired to sanction expenditure before funds have been communicated, as may be necessary in order to avoid delay in starting work at the beginning of a new financial year or to prevent duplication of orders, the authority which does so should be careful to add the words “subject to funds being communicated in the budget of the year _____”.

17.10. If a Government employee receives a sanction to expenditure which does not either indicate the sources of appropriation or states that the sanction is subject to appropriation it is his duty to refer the case back for orders.

17.11. Vague expressions such as "subject to budget provision" should be carefully avoided in conveying sanctions to expenditure. It is necessary to "provide" for expenditure in the budget, but to do so conveys no guarantee that it will be "provided" in the sense that it will be granted.

V. APPLICATION FOR SANCTION OF EXPENDITURE

17.12. In all applications for sanction to expenditure, it should be distinctly stated whether provision for the proposed charge, has or has not been made in the budget estimates of the year; and if it has not been made, whether the funds can be found by reappropriation.

VI. INCURRING OF EXPENDITURE IN ANTICIPATION OF FUNDS

17.13. In the event of orders communicating the allotment of funds not being received before the commencement of the financial year, disbursing officers may authorise expenditure in anticipation of funds on pay and other charges, on the basis of that incurred in the last month of the preceding year.

Note 1.— This relaxation should not be regarded as a relaxation of the rule contained in paragraph 10.6 of the Punjab Budget Manual under which the Heads of Departments are required to carry out the distribution of the grant not later than the 1st May in each year.

Note 2.— For rules regarding the incurring of expenditure in the Public Works and Forest Departments in anticipation of Funds, see Financial Handbook No. 3 (Departmental Financial Rules relating to Public Works and Forest Departments).

VII. EXPENDITURE NOT PROVIDED FOR

17.14. No expenditure which is likely to involve an excess over the grant, authorised by the legislature, can be incurred in anticipation of their approval. Similarly, no expenditure can be incurred on any "New Service" without the specific vote of the Legislature. With a view, however, to financing "unforeseen expenditure" "Contingency Fund" has been established. The rules governing this fund are contained in Annexure to this Chapter.

As laid down in the Contingency Fund Rules advances from the Fund shall be made for meeting unforeseen expenditure only including expenditure on "New Service" and not to cover normal excesses under the sub-heads of grants. Thus, the advances will only be justified mainly on the score of the security of the State and on equally cogent grounds and advances from the Fund will not be made to supply departmental budgetary omissions.

VIII. INCURRING OF EXPENDITURE IN EXCESS OF THE PROVISIONS IN THE ESTIMATES

17.15. No Government employee may, without previously obtaining an extra appropriation, incur expenditure in excess of the amount provided for expenditure under the heads concerned and when a Government employee exceeds the annual appropriation he may be held responsible for the excess.

Note 1.— Money allotments are made to controlling officers for the stationery requirements of their own offices and of the offices subordinate to them. Only the authority to whom power may be delegated is competent to sanction any re-appropriation necessary to cover expenditure to be incurred in excess of these allotments.

Note 2.— The power to draw any amount beyond the sanctioned budget figures, even in exceptional unavoidable circumstances or emergencies should be exercised by the Controlling Officers alone who should not authorise any amount in excess of 25% of the Budget Allotment for the year. If an amount, more than 25% but less than 50% is required to be incurred in excess of the sanctioned budget allotment, the sanctioning power would lie only with the Administrative Secretaries. The following certificates should be recorded on such contingent bills, by the Controlling Officers/Administrative Secretaries.

(i) Certified that the expenditure for which funds are being drawn in this bill is inevitable and cannot be postponed for want of budget provision.

(ii) Certified that a reference has been made to the authorities concerned for additional funds/reappropriation to cover expenditure being drawn in this bill.

IX. INEVITABLE PAYMENTS AND GENERAL RULES FOR PAYMENTS AGAINST SANCTIONED GRANTS

17.16. An appropriation is intended to cover all the charges including the liabilities of past years, to be paid during the year or to be adjusted in the accounts of it. It is operative until the close of the financial year. Any unspent balance lapses and is not available for utilisation in the following year.

Note.— The Financial year closes on the 31st March. After that date all cash and stock transactions are treated as pertaining to the following year; but bonafide transfer entries are permissible for some months.

17.17. It is an important financial principle that money indisputably payable, should not, as far as possible, be left unpaid and that money paid should under no circumstances be kept out of accounts a day longer than is absolutely necessary, even though the payment is not covered by proper sanction. It is no economy to postpone inevitable payment even for the purpose of avoiding an excess over a grant or appropriation and it is very important to ascertain, liquidate and record the payment of all obligations at the earliest possible date.

Note. — When demands (original or supplementary) are placed before the legislature suitable provision should always be made for anticipated liabilities. Under the direction contained in the Account Code, Volume IV, inter-department and other adjustments are not to be made in the accounts of the past year, if they could not have been reasonably anticipated in time for funds being obtained from the proper authority. In all cases, where the adjustment could have reasonably been anticipated as, for example, recurring payment to another Government or department, and payments which though, not of fixed amount, are of a fixed character, etc., the Accountant-General will automatically make the adjustments in the accounts before they are finally closed. The provisions of the directions referred to above that adjustment should not be made in the previous year's accounts should not be used as a cloak to conceal the results of defective budgeting. The onus of proving that the disbursements could not have reasonably been anticipated should lie on the controlling officer.

17.18. Under no circumstances may charges incurred be allowed to stand over to be paid from the grant of another year- vide 2.10 (b) (3). If possible, expenditure should be postponed till the preparation of a new budget has given opportunity of making provision, and till the sanction of that budget has supplied means; but on no account may charges be actually incurred in one year and thrown on the grant of another year.

17.19. It is also not permissible to draw advances from the treasury vide Rule 2.10(5) to prevent the lapse of appropriations.

X. PROVISION FOR EXPENDITURE IN RESPECT OF A WORK UNDERTAKEN BY ONE DEPARTMENT ON BEHALF OF ANOTHER

17.20. The Department responsible for providing the funds should intimate to the department undertaking the work the sanctioned grant within which the expenditure is to be incurred and the department incurring the expenditure should be made responsible for seeing not only that the grant is not exceeded, but also that any anticipated savings therein are notified and surrendered in time. In cases, where an excess is anticipated the department incurring the expenditure should be held responsible for seeing that the grant for the work is appropriately increased by the employing department before the excess is actually incurred.

ANNEXURE

(Referred to in rule 17.14)

Under section 6 of the Punjab Contingency Fund Act, 1950, the Punjab Government are pleased to issue* the following rules governing the said fund:—

- (1) These rules may be called the Punjab Contingency Fund Rules, 1951.
- (2) The Fund shall be administered on behalf of, and in the name of the Governor of the Punjab, by the Secretary to Government, Punjab, Department of Finance.
- (3) Advances from the fund shall be made for the purposes of meeting unforeseen expenditure.

Note.—An advance from the funds becomes necessary if either the provision for a particular service in the Budget is found insufficient and cannot be met by re-appropriation from saving within the grant or there is need to incur expenditure upon some new service not contemplated in the Budget. There is no question of token additional requirement in the former case. As for expenditure on "new service" no portion of it can be met from the consolidated fund until it is authorised by law under article 204 and 205 of the Constitution of India, -vide Article 204(3) and 266(3) *ibid* and consequently all such additional expenditure is to be met from the Punjab Contingency Fund in the first instance. There can, thus, be no token advance from the Punjab Contingency Fund for any purpose. The supplementary demand to be presented to the Legislature for recouping the advance may, however, be for a token amount if saving are likely to be available within the grant for meeting the additional expenditure.

- (4) Applications for advances from the Contingency Fund, shall be referred to the Department of Finance by the Administrative Department after obtaining the approval of the Minister concerned. The application shall give (i) brief particulars of the additional expenditure involved, (ii) the circumstances in which provision could not be included in the Budget, (iii) why its postponement is not possible, (iv) the amount required to be advanced from the Fund, with full cost of the proposal for the year (or part of the year as the case may be) and (v) the grant or appropriation to which the expenditure will be debited.
- (4-A) If in any case, after the order sanctioning an advance from the Contingency Fund has been issued in accordance with Rule 3 and before action is taken in accordance with Rule 6, it is found that the advance sanctioned will remain wholly or partly unutilised, an application shall be made to the sanctioning authority for cancelling or modifying the sanction as the case may be.
- (5) Any expenditure authorised temporarily, by an advance from the Contingency Fund, shall be debited to a separate section of the account, under the said Fund, in the same detail as it would have been shown, if it had been paid out of the Consolidated Fund.
- (6)(1) Supplementary Estimates for all expenditure so financed shall be presented to State Legislature at the first session meeting immediately after the advances is sanctioned unless such advance has been resumed to the Contingency Fund in accordance with the provisions of sub-rule (2) :

Provided that in exceptional circumstances to be recorded in writing if the Government is of the opinion that the Supplementary Estimates in respect of expenditure authorised by an advance from the Contingency Fund cannot be presented to the State Legislature in its first sessions held immediately after such advance, such supplementary estimates may be so presented at any subsequent session.

* P.G.F.D., Notification No.GSR-134/P.A.13/50/S.G./76 Dated 3-11-1976

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BUDGET

[Annexure]

Note 1.— While presenting to State Legislature Estimates for expenditure financed from the Contingency Fund, a note to the following effect shall be appended to such Estimates:—

“A sum of Rs. _____ has been advanced from the Contingency Fund in _____ and an equivalent amount is required to enable repayment to be made to that fund”.

Note 2. If the expenditure on a “new service” not contemplated in the annual Financial statement can be met, wholly or partly from savings available within the authorised appropriation, the note shall be appended in the following form:—

That expenditure is on a “new service” A sum of Rs. _____ has been advanced from Contingency Fund in _____ and an equivalent amount is required to enable repayment to be made to that Fund.

The amount viz., Rs. _____ can be found by reappropriation of savings within the grant and a token vote only is now required.

A part of that amount viz., Rs. _____ can be found by reappropriation of savings within the grant and a vote is required for the balance viz., Rs. _____ only.

(6)(2) As soon as State Legislature has authorised additional expenditure by means of a supplementary Appropriation Act, the advance or advances made from the Contingency Fund, whether for meeting the expenditure incurred before the Supplementary Estimates were presented to the State Legislature or after they were so presented, shall be resumed to the Fund to the full extent of the appropriation made in the Act.

(7) A copy of the orders, sanctioning the advance, which shall specify the amount of grant or appropriation to which it relates, and gives brief particulars, by sub-heads and units of appropriation, of the expenditure, for meeting which it is made, shall be forwarded to the Accountant-General, Punjab.

(8) A copy of the orders resuming the advance which shall give a reference to the number and date of the order in which the original advance was made, and the Supplementary Appropriation Act, referred to in rule 6 shall be forwarded to the Accountant-General, Punjab.

(9) An account of the transactions of the Fund shall be maintained in the following form:—

Punjab Contingency Fund

Amount of the Fund Rs.—

1	2	3	4	5	6	7	8
Serial No.	Date of transaction	Particulars of the grant or appropriation	Number and date of the application for advance	Administrative Department seeking the advance	Number and date of the order making the advance	Amount advanced (in rupees)	Treasury from which the amount is to be drawn

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9	10	11	12	13	14	15
Actual date of drawal from the Treasury and voucher number	Supplementary Appropriation Act providing for the additional expenditure	Number and date of order of resumption	Amount of the advance resumed (in rupees)	Balance after each transaction	Initial of the Officer-in-charge	Remarks

Note. – (1) The balance should be struck after each transaction.

(2) The amount of the advance should be entered in black ink, when it is made, and in red ink, when resumed.

CHAPTER XVIII**POWERS OF SANCTION****1. POWERS OF VARIOUS AUTHORITIES IN THE MATTER OF FINANCIAL SANCTIONS****(i) POWERS OF ADMINISTRATIVE DEPARTMENTS**

18.1. The powers of administrative departments for according financial sanctions are regulated by the following provisions:—

(i) No Department shall, without previous consultation with the Department of Finance authorise any orders (other than orders pursuant to any general delegations made by the Department of Finance) which either immediately or by their repercussions, will affect the finance of the State or which, in particular, either :—

- (a) relate to the number of gradings or cadres or the emoluments of posts or to any other conditions of service of posts which may have financial implications; or
- (b) involve any grant of land or assignment of revenue or concession; grant, lease or license of mineral or forest rights or a right to water, power or any easement or privilege in respect of such concessions ; or
- (c) in any way involve any relinquishment of revenue.

(ii) All financial sanctions and orders issued by a Department shall be communicated by that Department to the Accountant General (Audit) and the Accountant General (Accounts and Entitlements).

Note.— The cases in which the consent of the Department of Finance has been given to the exercise of powers by the Administrative Departments are given in Chapter XIX.

(ii) POWERS OF SUBORDINATE AUTHORITIES

18.2. The extent to which powers to sanction expenditure have been delegated to various Heads of Departments and other Subordinate authorities is given in Chapter XIX.

18.3. Cancelled.

II. POWERS IN REGARD TO CERTAIN SPECIAL MATTERS**(i) WRITE OFF OF LOSSES**

18.4. (a) A Competent authority may write off finally the irrecoverable value of stores or public money lost by fraud or negligence of individuals of other causes.

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[18.4-18.6]

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[Chap. 18]

(b) All sanctions to write off of losses should be communicated to the Accountant General for scrutiny and for bringing to notice any defects of the system which appear to require attention.

Note 1.— Losses of money out of treasury balances or currency chest balances should not be written off except with the specified sanction of the Department of Finance. Losses out of small coin depot balances should be reported to the Government of India for sanction to their write off to Central Revenues.

This applies also to losses of cash in transit.

Note 2.— The expression “value of stores” used in this rule should be interpreted as meaning “book value” where priced accounts are maintained and in other cases replacement value to be determined on the basis of market value prevalent at the time the article is lost.

(II) REMISSION OF DISALLOWANCES WAIVING OF RECOVERY OF AMOUNT DISALLOWED BY AUDIT

18.5. A competent authority may waive the recovery of an amount disallowed in audit. On receipt of the orders for waiving the recovery the Accountant-General will withdraw the objection provided that where the provisions of the rules permit he may report the circumstances to the Legislature through the Audit Report.

III. COMMUNICATION OF SANCTIONS

18.6. (i) The Accountant-General is entitled to receive a copy of the orders sanctioning expenditure from the authority which is competent to accord that sanction. So every sanctioning authority is responsible to see that all sanctions and orders relating to receipts and expenditure, revision of scales, creation or abolition of appointments, etc., against which audit is to be conducted by the Accountant-General are communicated to him in accordance with the following procedure :—

- (a) if the order is issued by an authority subordinate to the Government to whom the power to sanction has been delegated, by that authority direct;
- (b) if the order is issued by an Administrative Department of the Government and is one to which the assent of the Department of Finance is given the order will be conveyed by the Secretary to Government in the Administrative Department concerned; who will send a copy to the Department of Finance.
- (c) in other cases the order will be conveyed under the endorsement of the Secretary to Government in the Department of Finance to whom the Administrative Department will send a copy of the sanctioning order for communication to the Accountant-General.

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POWERS OF SANCTION

[18.6-18.9]

Note 1.— The term “Secretary” used in clauses (b) and (c) above includes an “Additional Secretary”, “Joint Secretary”, “Deputy Secretary”, “Under Secretary”.

Note 2.— All enclosures to the sanctions shall be attested by the sanctioning authority or at least by a Group „A” or Group „B” officer working under the sanctioning authority.

(ii) In cases referred to in clause (c) above, i.e. where the Administrative Department is not empowered to sanction the expenditure if an order sanctioning the expenditure is sent to the Accountant-General direct by the Administrative Department and not endorsed by the Department of Finance, it will be open to the Accountant-General to challenge such a sanction on the basis of powers or propriety requiring an order of the Department of Finance either supporting or modifying the original order.

Note.— For communication of orders affecting the emoluments, posting, leaves, etc. of Government employees see Rule 5.12.

18.7. As audit of expenditure on works is conducted against technical sanctions, orders conveying such sanctions must be communicated to the Accountant-General by the Branch of the P.W.D. concerned, or in cases where execution of works has been assigned to any Department other than P.W.D. by the Department concerned and should be conveyed independently of the communication of administrative approval. In order to facilitate audit scrutiny the authorities concerned should invariably quote the reference to administrative approval when they communicate technical sanction to the Accountant-General.

Note.— Technical sanction to a work shall be accepted in audit if it exceeds the amount of the administrative approval by a sum not exceeding 5 per cent.

18.8. All orders conveying sanction to the grant of additions to pay, such as special pay and compensatory allowance, should contain a brief but clear summary of the reasons for the grant of the addition so as to enable the Accountant-General to see that it is correctly classified as special pay or compensatory allowances as the case may be. In cases in which in official record in an open letter is considered undesirable the reason for the grant of such additions to pay should be communicated confidentially to the Accountant-General. A similar procedure should also be followed in all other cases in which the rules require that reasons for the grant of special concessions or allowances should be recorded.

18.9. Sanctions accorded by competent authority to grants of land and alienations of land revenue, other than those in which assignments of land revenue are treated as cash payment, should be communicated to the Accountant-General in a consolidated monthly return giving the necessary details to enable him to audit the sanction accorded.

18.10. In all letters conveying sanctions to new grants-in-aid, the sanctioning authorities should invariably quote the rule under which the sanctions have been accorded. Where a sanctioning authority imposes any further restrictions or conditions in addition to those laid down in the rule such restrictions or conditions should also be clearly set forth in the letter.

IV. SIGNING OF SANCTIONS

18.11. All letters or orders sanctioning expenditure, appointments etc., must be signed by the sanctioning authority himself, or by a Group „A“ or Group „B“ Government employee under him authorised to sign for him, but in no case by a Group „C“ Government employee. Such copies of sanctions signed by Group „C“ Government employee are not sufficient and should be authenticated by a Group „A“ or Group „B“ Government employee.

Note 1.—In respect of sanctions accorded by the Government see also rule 18.6(i) and note below it.

Note 2.— In the case of Subordinate Civil and Sessions Courts, the District and Sessions Judges and Senior Subordinate Judges are authorised to delegate the powers of signing Pay/T.A./Contingent bills and operating Sheriff Petty Accounts on their behalf during the period of their absence on account of vacation, leave or tour to Subordinate Judges at the Headquarters, or Duty Magistrates, who are under the Control of District Magistrates. This will not, however, relieve them any way of their responsibility for the accuracy of the Pay/T.A./Contingent bills and Sheriff Petty Accounts signed on their behalf or for the disposal of any money received in payments.

V. DATE OF EFFECT OF SANCTIONS

18.12. Statutory Rules have effect from the date on which they are passed and the executive orders of Government take effect from the date of issue of letter in which the sanction is conveyed. A sanction of any other authority has effect from the date of the orders conveying the sanction.

In all cases, these orders are subject to any special provisions as to the date of effect in the rules, orders or sanctions themselves.

Note.— See also rules 17.2, 17.3, 17.5 and 17.6.

18.13. Powers derived from a delegation cannot be exercised by the recipient of the delegated powers from a date earlier than the delegation.

VI. RETROSPECTIVE SANCTIONS

18.13 A.— (1) All authorities which are competent to sanction revision of pay or the grant of concessions to Government employees should bear in mind that retrospective effect should not be given to financial sanctions, except in exceptional circumstances, without the special approval of competent authority.

(2) In the absence of special reasons to the contrary concessions regarding rates of pay for any class of Government employees should take effect as from the first of March and not from same date in the middle of a financial year.

VII. LAPSE OF SANCTIONS AND ADMINISTRATIVE APPROVAL

18.14. A sanction or an administrative approval for any fresh charge which has not been acted on for two years must be held to have lapsed, unless it is specifically renewed with necessary provisions in the budget estimate. See also rule 17.4. Thus, if a scheme administratively approved in the year 1945-46 for inclusion in the Schedule of New Expenditure for the year 1946-47 is cut from the Schedule by the Council of Ministers, it can be included in the Schedule of New Expenditure for the next year, viz. 1947-48 without fresh administrative approval. If, however, no funds are provided for the scheme even in the budget for the year 1947-48 the administrative approval originally conveyed will need renewal before the scheme can be included in the Schedule of New Expenditure for the year 1948-49.

Note 1.—This rule does not apply to a case where an allowance sanctioned for a post or a class of Government employees has not been drawn by a particular incumbent or incumbents, nor does it apply to an addition made gradually from year to year to a permanent establishment under a general scheme which has been sanctioned by proper authority.

Note 2.—A sanction for a temporary/non-refundable advance from the Provident Fund shall remain operative for a period of six months and shall be deemed to have lapsed after this period unless it is specifically renewed. In case of non-refundable withdrawal from the Provident Fund effected in instalments, the sanction accorded will, however, remain valid up to a particular date to be specified by the sanctioning authority in the sanction order itself.

18.15. (a) When the assent of the Department of Finance is given to the sanction of expenditure (recurring or non-recurring) within the financial year or the power to sanction such expenditure within the financial year, is delegated, the sanction accorded will lapse on the 31st March. In the case of establishment charges when payments are made on monthly basis the sanction will expire on the last day of February of the Financial year in question, unless the sanction covers a broken period of the month of March payment for which can under the rules be made in the month of March.

(b) When the assent of the Department of Finance is given or delegation granted to the sanction of recurring expenditure for a specified period within the financial year, the sanctions as of necessity cannot go beyond the financial year and expire after the period specified, in any case before the close of the year, or in the case of establishment charges paid on monthly basis, on the last day of February unless the sanction covers a broken period of the month of March. In such cases renewals may be made without any restriction.

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(c) When the assent of the Department of Finance is given or delegation granted to the sanction of recurring expenditure for a specified period not limited to the financial year, the sanction accorded will not extend beyond the termination of the specified period.

(d) In respect of all sanctions described in rules and clauses (a), (b) and (c) it is the duty of the audit to report to Department of Finance renewals expending beyond the limits laid down.

CHAPTER XIX

Consent and Delegation Orders

19.1. With reference to rules 1.12 and 18.1, the authorities which exercise the power of a Competent Authority under the various rules in this volume, are detailed in rules from 19.6 to 19.17.

The table below gives in brief the powers which have been delegated, the rules in the preceding chapters in which these powers have been referred to and the rules in which the exact nature and extent of powers have been given:—

Rules under which powers are delegated	Nature and brief description of powers	Rules in this chapter in which the exact nature and extent of the powers have been given
8.3 and 15.2	Contingencies, stores, etc.	19.6
2.45	Grants, concessions, lease, etc.	19.7
8.3	Scholar ships and stipends	19.8
8.3	Expenditure from discretionary grant, grants-in-aid, contributions, donations, etc.	19.9
10.1	Grants of advances to Government employees, and other individuals	19.10
10.10 and 10.27	Write off of irrecoverable loans, and advances and remission of loan and advances	19.11
16.5(a)	Administrative approval to works	19.12
16.5(b)	Technical sanctions to estimates for works	19.13
16.7	Sale of land, buildings and other immovable property,	19.14
15.3	Sale and disposal of stores, etc.	19.14-A
15.3 and 15.4	Write off of Losses, Stores, etc.,	19.15
4.6 and 9.1	Remission of revenue and abandonment of claims to revenue	19.16
18.5	Means of recovery of amount disallowed by audit	19.17

Note 1.—The powers are in all cases subject to the rules as to the nature and extent of sanctions contained in Chapters XVII and XVIII.

Note 2.—These powers are intended to be exercised in individual cases only.

Note 3.—(i) An Executive Engineer recruited direct as Temporary Assistant Executive Engineer having five years service as Executive Engineer under the Government and after attaining the age of 35 years can be authorised to exercise the powers of a selected officer.

(ii) An officer recruited as Temporary Assistant Executive Engineer/Assistant Executive Engineer can be authorised to exercise the powers of a selected officer after completion of five years of service, as Executive Engineer under the Government on attaining the age of 35 years and with a total service of eight years under the Government.

(iii) An officer recruited as a Temporary Assistant Executive Engineer/Assistant Engineer or promoted as Officiating S.D.O. can be authorised to exercise the powers of a selected officer after he has completed 12 years of service under the Government in a gazetted capacity and on completion of three years as Executive Engineer, unless the case of the officer falls in one of the first two categories.

Note 4.—Note 3 above does not apply to members of the Provincial Service of Engineers (Assistant Engineers). Such Officers when appointed to divisional charge shall, in the absence of special orders in any individual case exercise the powers of one-selected officers.

Note 5.—(i) The Administrative Departments may re-delegate the powers delegate to them in this chapter to the Heads of Departments on their own responsibility and subject to such restrictions as they may like to impose.

Provided that such re-delegated powers shall be exercised personally by the Heads of Departments and shall, in no circumstances be further delegated by the Heads of Departments to officers subordinate to them.

(ii) The Heads of Departments may re-delegate the powers delegated to them in this Chapter other than the powers delegated to them under clauses (i) to any officer subordinate to them at their head quarters offices on their own responsibility and subject to such restrictions as they may like to impose.

Provided that such re-delegated powers shall be exercised personally by such officer and shall in no circumstance be further delegated.

Copies of all such orders shall invariably be endorsed to the Accountant-General (Accounts and Entitlement), the Accountant-General (Audit) and the Department of Finance.

19.2. The assent of the Department of Finance is also given to expenditure (including advances) in those cases in which such expenditure is expressly authorised to be made by any authority by the provisions of—

- (a) any legislative enactment for the time being in force, or rules made under such enactment; or
- (b) the rules in Chapters 1 to XVIII of this Handbook or in any other Code or Handbook, issued after consultation with the Department of Finance; or
- (c) any orders delegating financial powers after consultation with the Department of Finance.

19.3. The consent of the Department of Finance is not to be considered as given to—

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CONSENT ORDERS

[19.3-19.6]

- (1) any expenditure or advance authorised by any legislative enactment, code, rule or order to be made by the Government except in so far as this is specially stated ;
- (2) the expenditure or advance which involves contravention of any existing order of the Government issued in consultation with the Department of Finance imposing any scale, limit, or other restriction or of the rules in this Handbook or in any other code or Handbook.
- (3)
- (3) expenditure which forms part of a scheme which, as a whole, requires the assent of the Department of Finance ; and
- (4) any item of expenditure of an unusual or extravagant nature, it being the function of audit to draw attention to any such item :

Provided that petty items of expenditure not exceeding two hundred rupees in any one case may be sanctioned by the Administrative Department concerned where they are satisfied that the expenditure was unavoidable.

19.4. Unless otherwise provided by any special order the assent of the Department of Finance may be considered to have been given to the exercise by Administrative Departments of such powers as have been delegated to the Heads of Departments or other subordinate authorities.

Note.—Unless otherwise provided by a special order, a higher authority in a department may exercise the power delegated to the authority subordinate to it.

19.5. (a) The term “pay” as used in this chapter does not include “special pay”

(b) the term “Public Works” appearing in column 3 of the tables in the following rules of the chapter means “The Administrative Department in control of the branch of the Department of Public Works” concerned.

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19.6. Contingencies, stores, fees, compensation, remuneration, etc. (Rule 8.3 and 15.2).

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
1.	To sanction non-recurring expenditure, not otherwise provided for in this rule (other than expenditure on installation or new telephones)	All Departments of Government	Full powers.
		Heads of Departments	Up to Rs. 5,00,000 for any one item.
		Controlling Officers	Up to Rs. 50,000 for any one item
		Disbursing Officers	Up to Rs. 25,000 for any one item
	(a) To sanction expenditure on telephone connections and accessories connected therewith including additional wire, plug and sockets for personal use of the Ministers (including Chief Minister, Deputy Ministers), Parliamentary Secretaries (including Chief Parliamentary Secretary) and their staff in the Civil Secretariat or at their residence.	Chief Secretary to Government Punjab (in Department of General Administration)	Full powers.
	(b) To sanction expenditure on telephone connections other than those for personal use of the Ministers, Parliamentary Secretaries, Private Secretaries and Personal Secretaries or at their residences	Administrative Secretary in the Printing and Stationery Department.	Full powers.
	(c) To sanction expenditure on temporary telephone connections for Ministers, Parliamentary Secretaries, etc., for duration of the Session of State Legislature.	Administrative Secretary in the Printing and Stationery Department.	Full powers.

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CONSENT ORDERS

[19.6]

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
	To sanction contingent expenditure of a recurring nature not otherwise provided for in this rule.	All Departments of Government	Up to Rs. 6,00,000/- per annum.
		Heads of Departments.	Up to Rs. 60,000/- per annum
		Controlling Officers.	Up to Rs. 40,000/- per annum
		Disbursing Officers.	Up to Rs. 20,000/- per annum
3.	Omitted	Omitted	
4.	To sanction the payment of demurrage, wharfage charges out of contingencies.	Administrative Department.	Up to Rs. 1,00,000 in each case, provided that the amount had become payable due to unavoidable circumstances to be recorded in writing and/or after fixing responsibility for the lapse, under intimation to the Department of Finance.
		Heads of Department.	Up to Rs. 20,000 in each case, subject to the conditions imposed in the case of Administrative Departments as indicated above.
5.	To incur or sanction expenditure on service postage stamps for use in Government offices and institutions.	All Departments of Government.	Full powers.
		Heads of Departments.	Full powers.
		Controlling officers.	Up to Rs. 30,000 at onetime.
		Disbursing Officers.	Up to Rs. 15,000/- at onetime.
6.	To sanction post of <i>Group 'D'</i> employees whose pay is subject to the condition that the employment is for seasonal and part-time work only	Heads of Departments and Controlling Officers.	Full powers at the rates fixed under the Minimum Wages Act.
7.	Omitted	Omitted	

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
8.	Omitted	Omitted	
9.	To sanction the payment of rent for houses or land for other than residential purposes i.e. for ordinary office accommodation Godowns etc.	(i) All departments of Government.	(i) Full powers, subject to the condition that certificate non-availability and reason of ableness is obtained from the P.W.D.
		(ii) Heads of Departments and Commissioners of Divisions.	(ii) Up to Rs. 20,000 per mensem for the office accommodation and Rs. 10,000 per mensem for land and houses other than for office and residential purposes subject to conditions in (i) above.
		(iii) Controlling Officers	(iii) Up to Rs. 10,000 per mensem subject to the conditions (i) above;
		(iv) All Disbursing Officers, (except Forest)	(iv) (1) When the accommodation is provided in a separate buildings Rs. 4,000 a month (2) When the accommodation is provided in a building partly used as a private residence, on the proportion of the plinth areas, up to one-half of the total rent a month or by Rs. 1,500 whichever is less.
		(v) Deputy Commissioners	(v) (1) When the accommodation is provided in a separate building Rs. 4,000 a month. (2) When the accommodation is provided in a building partly used as a private residence on the proportion of the plinth area, up to one half of the total monthly rent of Rs. 2000 a month whichever is less.

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CONSENT ORDERS

[19.6]

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
		(vi) Director, State Transport	Up to a maximum of Rs. 6,000 per mensem in each case provided that no lease is entered into for a period exceeding one year and subject to the conditions of paragraph 32 of Appendix 9 of P.F.R. Vol. II
9-A	To sanction the continued hiring on rent exceeding that assessed by the Department of Public Works of private buildings for accommodating Government offices in cases where there is no change in the rate of rent and in the carpet area already approved by the Department of Finance.	All Administrative Secretaries	Full powers, subject to the conditions that certificate of non-availability is obtained from the concerned authorities of the Department of Public Works
10.	Omitted	Omitted	
11.	Deleted		
12.	To sanction payment of Municipal or Cantt. taxes of Government buildings, when such taxes have been assessed by competent authority.	Disbursing Officers	Subject to the conditions laid down in paragraph 43 of Appendix 9 of P.F.R. Vol. II
13.	To sanction the payment of rates or taxes levied by statute or by local rule or order (as for instance, terminal tax or octroi, on Government stores)	Disbursing Officers	Subject to the existence of budget provision
14.	To approve of undertaking of the defence of Government employees in criminal proceedings at the expense of Government.	All Department	Full powers subject to the condition that the actual cost of the defence shall be paid as per norms laid down by the Department of Legislative Affairs.

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[Chap. 19]

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
15.	To re-imburse a Government employee whose conduct has been the subject of enquiry for expenditure on account of— (i) defence witnesses; and (ii) fees of counsel	All Departments of Government and Heads of Departments.	Provided that :— (i) in the case of witnesses. (a) Payment of expenses to non-official witnesses summoned for the prosecution of Defence, should be made according to the rates specified in Chapter 5-C, of Volume I of the High Court Rules and orders in respect of witnesses attending Civil Courts; (b) Government employees summoned as witnesses should be given the usual certificates of attendance to enable them to draw their normal Travelling Allowance and the Daily Allowances to which they are entitled in accordance with the provisions of the Punjab Civil Services Rules, Volume III, Travelling Allowance Rules; (c) the expenditure on non-official witnesses should be debited to the same head of account to which the pay of the officer/official concerned is debitable, when an enquiry is proceeding against him; (d) payment to non-official witnesses should be made out of the contingent grants of the offices/departments concerned. (e) the charges of those witnesses only should be paid whom the Commission or Inquiry Officer declares to be necessary witnesses (ii) in case of fees of counsel. when the Government employee is allowed to be represented by a counsel, reimbursement of the fees of the counsel should be allowed in cases where the Officer/official under suspicion is successful in clearing himself. In other cases the request for the reimbursement should be considered on merits; and

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
			(b) reimbursement should be done at the rates laid down in Chapter II of the Punjab Law Department Manual for payment of fees to counsel in criminal cases
		Disbursing Officer	In the cases of expenditure on witness only subject to the condition in (i) above.
16.	To sanction expenditure in connection with civil suits instituted with the sanction of the Controlling Authority as defined in the Punjab Law Department Manual.	(i) Controlling Authority	Full powers.
		(ii) Deputy Commissioners.	Up to Rs. 20,000/- in each case.
17.	To grant Compensation to Government employees under Workmen's Compensation Act.	(i) All Departments of Government. (ii) Chief Engineer, P.W.D., B. & R. (iii) Chief Engineer, Public Health.	Full powers subject to the advice of the Legal Remembrance to Government, Punjab, being first obtained.
18.	To grant cash compensation to meet funeral and other unavoidable expenses to the relations of Group 'C' and 'D' Government employees who are killed or die of injury received during performance of duties.	Heads of Departments	Subject to a maximum of Rs. 10,000
19.	Omitted	Omitted	
20.	Omitted	Omitted	

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PUNJAB FINANCIAL RULES VOLUME I

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
21.	To sanction direct purchases of stores from the local market when in emergent circumstances it is not possible to exhaust the approved sources of supply.	All departments of Government.	Up to Rs. 1,00,000/- provided the emergency is clearly explained in writing in the sanctioning order. <i>Note</i> —In technical institutions where paper and electrical material is used as “raw material”, and not as stationery, such item should be treated as “stores” for the purpose of this delegation order.
		Principal Conservator of Forests	(i) Up to Rs. 1,00,000/- subject to the condition that the emergency is clearly explained in writing in the sanction order.
		Conservator of Forests	(ii) Up to Rs. 60,000/- in a financial year subject to the condition in (i) above.
		Divisional Forests Officer	(iii) Up to Rs. 40,000/- in a financial year subject to the condition in (i) Above
21-A	To sanction local purchase of dietary articles, such as wheat, gram, pulses, fire-wood, oils, etc., etc.	(i) Superintendents, Central Jails.	Up to Rs. 1,00,000/- on any one item and up to Rs. 3,00,000/- during a financial year in respect of individual purchase with the prior approval/sanction of the Inspector-General of Prisons, Punjab.
		(ii) Superintendents, District Jails.	Up to Rs. 60,000/- on any one item and up to Rs. 2,00,000/- during a financial year in respect of individual purchase with the prior approval/sanction of the Inspector-General of Prisons, Punjab.
		(iii) Superintendents, Sub-Jails.	(iii) Up to Rs. 30,000/- on any one item and up to Rs. 1,50,000/- during financial year in respect of individual purchase with the prior approval/sanction of the Inspector-General, Prisons, Punjab.
21-B	To purchase medicines against Controller of Stores rate contract or approved source of supply	(i) Superintendent, Central Jail	Rs. 4,000/- at a time and Rs. 50,000 during the whole year

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
		(ii) Superintendent District Jail	Rs. 4,000/- at a time and Rs. 40,000/- during the whole year
21-C	To purchase medicines from the Local Market in emergent cases. (Note- The emergency of purchasing medicines should be clearly explained in writing in the sanctioning letter).	(i) Superintendent, Central Jail	Rs. 1,500 at a time and Rs. 40,000 during the whole year.
		(ii) Superintendent, District Jail	Rs. 1,500 at a time and Rs. 20,000 during the whole year.
22	To sanction petty local purchases of stationery usually supplied by the Controller of Stationery other than special articles of stationery mentioned in para 10.9 (10) of the Punjab Printing and Stationery Manual.	All Departments of Government	Up to Rs. 6,000/- each case in emergency subject to the rules contained in Chapter 10 of the Printing and Stationery Manual, 1958.
		Chief Engineer, Water Resources Branch.	Up to Rs. 6,000 for each purchase in emergent cases, subject to rules of Printing and Stationery manual or applicable to Heads of Departments.
		Heads of Departments, Commissioner, District and Sessions Judges, Superintending Engineers, P.W.D., Director, Water Resources Research Punjab, Principal, Punjab College of Engineering, Conservators of Forests; Conservators of Soils; Deputy Inspector-General of Police	Up to a limit of Rs. 4,000 for each purchase in emergent cases, subject to the rules in Chapter 10 of the Printing and Stationery Manual and in the case of offices situated at the Headquarters of Government, this is subject further to conditions that local purchase is not permitted unless a certificate from Controller, Printing and Stationery, Punjab is obtained to the effect that the articles required are not available at the time and subject further to the condition that the expenditure sanctioned during a financial year, should not exceed Rs. 20,000 or 10 percent of the grant for contingencies, whichever is less.

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
		In charges of the Recruits Training Centre, Jahan Khelan, District Hoshiarpur; Superintendent of Police ; Controller of Printing and Stationery, Punjab, Registrar of High Court; Secretary, Punjab State Public Service Commission ; Director Public Relations ; Commandant Punjab Armed Police, Jullundur and Examiner, Local Fund Accounts, Punjab.	
		Drawing and Disbursing Officers.	Up to Rs. 2,000/- for each purchase as above, and expenditure during a year not to exceed Rs. 10,000 /- or 5 per cent of contingencies, whichever is less.
23.	Omitted		
24.	To sanction purchase of (i) books and maps.	(i) Heads of Departments and Controlling Officers other than those specifically mentioned in this rule.	Without restriction
		(ii) Secretary, Punjab Public Service Commission.	

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
		(iii) Principal, Medical College, Amritsar, Principal, Government Medical College, Patiala and Principal, Government Medical College, Faridkot.	Full powers subject to budget provisions and to the condition that the expenditure on any one book excluding postage does not exceed Rs. 2,000/-: Provided (a) that the books are of a scientific, legal, medical, educational, technical or professional character; and
		(iv) Deputy Commissioners, Settlement Officers and Colonisation Officers.	
		v) Superintendents of Police, Deputy Superintendents of Police, In charge of the Recruits Training Centre, Gobindgarh Fort, Amritsar, and the Principal, Police Training School, Phillaur.	b) that the expenditure on any one book excluding postage does not exceed Rs. 1,500/-.
		(vi) Director Water Resources Research, Punjab.	Without restriction except as regards budget provision.
		(vii) Omitted	Omitted
		(viii) Principal, Dental College Hospital, Amritsar.	Full powers subject to budget provisions and to the condition that the expenditure on any one book, excluding postage, does not exceed Rs. 2,000/-.
		(ix) All Heads of Offices.	Full powers provided expenditure on any one book does not exceed Rs. 1,500/- including postage.

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
	(ii) Periodicals and newspapers required for official use.	(i) Heads of Departments and Controlling Officers. (ii) Secretary, Punjab Public Service Commission. (iii) Director, Water Resources Research, Punjab (iv) All Deputy Commissioners in the State.	Without restriction subject to budget provision Not exceeding Rs. 1,500/- per month without restrictions subject to budget provision
25	To sanction expenditure in urgent cases on account of printing typographic or lithographic at private presses, chargeable to 2058-Stationery and Printing.	Administrative Department for the subject of Stationery and Printing.	Full powers.
26	To sanction expenditure in urgent cases on account of Printing typographic or lithographic at private presses, chargeable to office contingencies as laid down in Rule 4.4 of the Printing and Stationery Manual, 1958	All Departments of Government. Heads of Departments. Controlling Officers. Disbursing Officers.	Full powers. Rs. 10,000/- in each case Rs. 4,000/- in each case. Rs 2,000/- in each case. <i>Note</i> - The work should be given to private presses after calling for tenders, the lowest tender being accepted.
26.-A	To sanction expenditure chargeable to office contingencies as laid down in rule 4.4 read with rule 2.1 of the Punjab Printing and Stationery Manual on account of special quality printing work at private presses	Administrative Secretaries	Up to Rs. 30,000 per annum in respect of each department under their control without making a reference to the Department of Finance subject to the conditions that (i) no objection certificate is obtained from the Controller, Printing and Stationery, Punjab; and

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
	for which there do not exist arrangement in the Punjab Government Presses.		(ii) a representative of the Controller of Stores is associated on the Departmental Committee constituted by the concerned Administrative Department to take decision to award the work to the private press.
27.	The sanction employment of local agency for purposes of book binding in all cases in which - (1) The papers to be bound, e.g. like settlement and annual records are such as ought not to be bound otherwise than under the supervision of an official of the land records staff ; (2) the papers are such that owing to the constant need for reference they cannot without great inconvenience be spared out of the office for the time which a Jail Press or the Government Press would ordinarily occupy in doing the work ; and (3) cases in which railway freight to and from the Jail or the Government Press plus cost of binding will amount to more than local binding charges	Heads of Offices.	Full powers provided that no binding superior to quarter binding (viz. cloth backs and straw board sides) is restored to, -vide Rule 4.8 read with rule 2.10 of the Printing and Stationery Manual.
28	To sanction expenditure in emergent cases on account of binding work executed locally.	Heads of Departments.	Up to Rs. 10,000/- in each case.
		Controlling Officer.	Up to Rs. 2,000/- in each case.
		Heads of Offices.	Up to Rs. 1,500/- in each case.
29.	Omitted	Omitted	

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
30.		Omitted	Omitted
30-A		Omitted	Omitted
31.		Omitted	Omitted
32.	To sanction purchase of bicycles for the use of their own offices as well as for certain subordinate offices.	(i) Heads of Departments (except Inspector-General of Police) and Commissioners of Divisions.	Bicycles may be provided for the use of office messengers employed in district head-quarters offices, in Settlement Offices, in the offices of Heads of Departments and in *Headquarters offices subordinate to Heads of Departments in cases where their supply is rendered clearly necessary by the requirements of public business provided:- (1) that Government bicycles shall not be used for private Purposes ; (2) that bicycles shall be of the approved pattern and type. (The price of these bicycles is notified from time to time by Government).
		ii) Inspector-General of Police.	Without restriction subject of the existence of budget provision and to the provision that bicycles would be of the approved type. *Note-The "Headquarters Offices" do not include offices of subordinate authority at Headquarters.
33	To sanction supply of liveries summer-clothing belts, cross belts, badges and clothing to Group 'D' Government employees.	(i) Heads of Departments and offices.	Subject to the conditions in the rules for supply of liveries, etc. in Appendix 10 of Punjab Financial Rules, Volume II.
		(ii) Secretary, Punjab Public Service Commission.	
34	To sanction expenditure on the supply of electrical energy consumed in Government offices and Institutions.	Disbursing Officers.	Full powers within budget limits.

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
35.	Omitted	Omitted	
36.	Omitted	Omitted	
37.	Omitted	Omitted	
38.	To sanction the purchase of tents for themselves and for officers subordinate to them.	All Heads of Departments, Financial Commissioners and Commissioners of Divisions	Full powers subject to the scale laid down by Government.
39.	To sanction purchase of tents, for officers subordinate to them.	Director, Health Services, Punjab, Director of Public Instruction.	Full powers subject to the scale fixed by Government and subject to the conditions that tents are not replaced or condemned unless they have lasted for 8 years. And provided that the tents are purchased from the Jail Department, purchased in the local market being permitted only in accordance with conditions specified in the rules in appendix 11 of Punjab Financial Rules, Vol. II. <i>Note</i> - For scales of tents prescribed for various officers see paragraph 47 of Appendix 9 of Punjab Financial Rules, Vol. II.
40.	Omitted.	Omitted.	
40-A	To sanction remittance of Scholarships.	All Disbursing Officers	Full powers.
40-B	To sanction the remittance of money at Government expense through private banks on payment of commission at the places where there is no branch of the State Bank.	All Disbursing Officers	Full powers in respect of pay, allowances, contingent charges, reward and travelling allowance of establishments.
41.	Omitted.	Omitted.	
42.	Omitted.	Omitted.	
43..	Omitted.	Omitted.	
44	Omitted.	Omitted.	

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
45.	Omitted.	Omitted.	
46.	Omitted.	Omitted.	
46.-A	Omitted.	Omitted.	
46.-B	To pay lump-sum one-time cash grant or monetary grant in lieu of land to the gallantry/distinguished awardees	Administrative Department	Full powers as per policy of the State Government.
	To grant cash award and annuity per month to the gallantry/distinguished awardees.	Deputy Commissioner	Full powers as per policy of the State Government.
46.-C	Omitted.	Omitted.	
47	Omitted.	Omitted.	
48	Omitted.	Omitted.	
49.	Omitted.	Omitted.	
50.	Omitted.	Omitted.	
51.	To sanction purchase of ferro-chemical	Settlement Officers and Colonisation Officer	Up to an annual limit of Rs.2000/- only for each ferro-printing office
52.	Omitted.	Omitted.	
53.	To sanction contingent charges (including therein stationery, implements, prizes and stipendiary allowances) of a Patwari School	1. Deputy Commissioner	To the extent of Rs. 3,000/- per district for the period of 5½ months.
		2. Director of Land Records	Rs. 3000/- per district.
54.	Omitted.	Omitted.	

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FOREST AND SOIL CONSERVATION DEPARTMENTS

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
55.	To sanction all usual payments on account of items classified as revenue expenditure as defined in Punjab Budget Manual, in the Forest Department	The Principal Chief Conservator of Forests, Chief Conservator of Soils, Conservators of Forests, Conservators of Soils, Divisional Forests Officers and Divisional Conservators of Soils	Full powers subject to the condition that the budget allotment is in no case exceeded.
56.	To sanction, under paragraph 65 of the Forest Department Code, regularly recurring expenditure of the nature of rent for houses or land.	Forest Department	Up to Rs. 5,000/- per mensem in any one instance and up to Rs. 50,000/- per mensem for the whole of a Forest Circle.
57.	To sanction under paragraph 66 of the Forest Department Code, expenditure on Pleader's fees in the prosecution of criminal offences	Forest Department,	Up to a maximum of Rs. 3,000/- in each case.
58.	To grant rewards in Forest cases.	Magistrates deciding cases under the Indian Forest Act, 1927	Up to Rs. 700/- in each case and provided that the total amount of the reward does not exceed the estimated value of the property confiscated plus the amount of any fine imposed.
		Conservators of Forests	Out of the sum accepted as compensation under section 68 of the Indian Forest Act, provided that it does not exceed three-fourths of the amount realised.
59.	Omitted.	Omitted.	
60.	Omitted.	Omitted.	
61.	Omitted.	Omitted.	
62.	Deleted		

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
63.	To sanction un-usual payment on account of "Revenue" expenditure, as defined in paragraph 1.5 of Punjab Budget Manual.	Principal Conservator of Forests and Conservators of Forests, Divisional Forest Officers, Chief Conservators of Soils, Conservators of Soils and Divisional Conservators of Soils	Subject to the condition that the budget allotments are in no case exceeded.
64.	Omitted	Omitted	
65.	To sanction the purchase of medicines for the use of the Forest and Soils Conservation Staff and Labour employed in different divisions.	Principal Conservator of Forest, Chief Conservator of Soils, Conservators of Forest and Conservators of Soils	Up to a maximum of Rs. 10,000 for the whole circle in any financial year subject to the existence of budget provision.
		Divisional Forest Officers and Divisional Conservators of Soils.	Up to a maximum of Rs. 2,000/- in any year.
65-A	To sanction purchase of stores and material under all Plan Schemes relating to the Forest Department.	Principal Chief Conservator of Forests, Punjab.	Full powers up to the amount provided in the budget estimates for each individual scheme item wise including any increase thereto by the re-appropriation of funds, provided the purchases are effected through the Controller of Stores, Punjab.
65-B	To sanction expenditure on payment of remuneration to non-Government employees for acting as Examiner or for setting papers for the departmental examination at the Training Institute Hoshiarpur.	(i) Chief Conservator of Soils	Up to a maximum of Rs. 10,000 in each individual case.

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CONSENT ORDERS

[19.6]

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
66.	To incur expenditure for rewards in excise and taxation cases.	(ii) Conservators of Soils Excise and Taxation Commissioner	Up to a maximum of Rs. 2,000 in each individual case. As per the policy and rates specified by the Excise and Taxation Department in consultation with the Department of Finance.
66-A	Omitted	Omitted	
67	Omitted	Omitted	
68	Omitted	Omitted	
69	Omitted	Omitted	
GENERAL ADMINISTRATION			
70.	To sanction expenditure on payment of remuneration to persons other than Government employees in connection with the examinations held by the Punjab Public Service Commission.	(i) Chief Secretary to the Government, Punjab (ii) Chairman of the Punjab Public Service Commission	Exceeding Rs. 20,000 but up to the maximum of Rs. 40,000 in each individual case during a financial year. Up to the maximum of Rs. 20,000 in each individual case during a financial year.
71.	To sanction expenditure on payment of remuneration to persons other than Government employees employed in connection with the Departmental Examinations of Assistant Commissioners and Extra Assistant Commissioners.	Chief Secretary to the Government, Punjab	Up to a maximum of Rs. 10,000 in each individual case during a financial year.
72.	To purchase locally for the use of the Governor articles of special stationery not usually obtainable from the Stationery Office.	Secretary to the Governor.	Up to a limit of Rs. 5,000 in each case.

[19.6] PUNJAB FINANCIAL RULES VOLUME I [Chap. 19]

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
73.	To sanction non-recurring expenditure chargeable to contingencies of the Civil Secretariat not otherwise provided for.	Under Secretary to Govt. Punjab, Secretariat Administration.	Up to a maximum of Rs. 10,000 for any one item.
74.	Omitted	Omitted	
75.	Omitted	Omitted	
76.	Omitted	Omitted	
77.	Omitted	Omitted	
78.	Omitted	Omitted	
79.	To sanction expenditure on local book-binding	Commissioners of Divisions.	Up to Rs. 1,500/-
ADMINISTRATION OF JUSTICE			
80.	Omitted	Omitted	
81.	Omitted	Omitted	
82.	Omitted	Omitted	
83.	To sanction purchase of fire proof boxes and iron safes for District Judges.	District and Sessions Judges.	Full powers in respect of one box or safe per office.
84.	To sanction the remittance by money order at Government expense of money under the rules for the conduct of Sheriff's petty accounts.	District and Sessions Judges.	Full powers in respect of one box or safe per office.

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CONSENT ORDERS

[19.6]

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
85.	To sanction expenditure on account of binding locally instead of in the Central Jail or the Government Press of Law Reports required for use		
	(a) In the High Court.	Registrar, High Court	} Subject to the existence of Budget provision
	(b) In the office of Legal Remembrancer.	Legal Remembrancer	
	(c) In the office of the Advocate General.	Advocate-General	
DEPARTMENT OF HOME AFFAIRS AND JUSTICE (JAIL)			
86.	Omitted	Omitted	
87.	Omitted	Omitted	
88.	Omitted	Omitted	
89.	Omitted	Omitted	
90.	Omitted	Omitted	
91.	Omitted	Omitted	
91-A.	Omitted	Omitted	
DEPARTMENT OF HOME AFFAIRS (POLICE)			
92.	To sanction cash rewards to those persons who give information leading to the arrest of the absconding criminals.	Director General of Police	As per the policy and rates specified by the Home Department in consultation with the Department of Finance.
93.	Omitted	Omitted	

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
94.	To sanction grants for the purchase of uniform horses and saddlery.	Director General of Police.	At the scale and subject to the conditions sanctioned by the Government of India in the case of officers of the I.P.S. and by the Punjab Government for State Service Officers.
95.	Omitted	Omitted	
96.	Omitted	Omitted	
97.	Omitted	Omitted	
98.	Omitted	Omitted	
99.	To sanction the payment of rent of building for which the Railway Department can charge rent in accordance with Railway Board's letter No. 932-W, dated 10 th October, 1936.	Director General of Police	Full powers in the case of- (a) Offices and other non-residential buildings, and (b) Residential quarter for Police Officers up to the rank of Deputy Superintendent.
100.	Omitted	Omitted	
DEPARTMENT OF EDUCATION			
101.	To sanction expenditure on payment of remuneration to non-Government employees for acting as Examiners or for setting papers for the departmental examination of the Education Department.	Education Department.	Up to a maximum of Rs. 20,000 in each individual case.
		Director of Public Instruction	Not exceeding Rs. 10,000 in each individual case.
102.	To sanction the purchase of books.	(i) Librarian, Central Public Library, Patiala	Up to the limit of Rs. 2,000 per book (excluding postage).

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CONSENT ORDERS

[19.6]

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
		(ii) Circle Education Officers and District Education Officers, Principals of Intermediate Colleges, Govt. Arts/Science and Professional Colleges and Headmistress, Special School, Nangal Township.	For libraries of educational institutions, under their respective control, provided that in the case of books the cost of which, excluding postage exceeds Rs. 700 per book, the sanction of the Director of Public Instruction is obtained.
		(iii) Principals/Head Masters/Head Mistresses of Govt. Higher Secondary and High Schools and Junior Basic Training Schools.	For libraries of institutions under the charge provided – (a) that the books are approved by the Education Department; and (b) that in the case of books not approved by the Education Department, the previous sanction of the Circle Education Officer is obtained.
103.	Omitted	Omitted	
104.	To sanction local purchase of medicine of - (i) the hospitals attached to the Central Training Colleges;	Principals, Training Colleges,	Up to a limit of – (i) Rs. 2,000
	(ii) the hospitals attached to Educational Institutions.	Heads of Educational Institutions.	(ii) Rs. 700/- in each case. The powers to be exercised only in special circumstances.
104-A.	To purchase chemicals and scientific instruments locally out of science grant which do not require special inspection and testing or which are of standard description usually quoted by well known firms, provided the articles cannot be procured from the medical store.	Principals of Government Art and Science and Training Colleges.	Up to a limit of Rs. 700/- in each case.

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
105.	Deleted		
106.	Omitted	Omitted	
107.	To sanction local purchase of stationery for the practical classes of the Medical College, Amritsar, Patiala and Faridkot and Dental Colleges at Amritsar and Patiala	Principals, Medical Colleges, Amritsar Patiala and Faridkot and Dental Colleges at Amritsar and Patiala	Up to Rs. 20,000
108.	To sanction purchase of technical books.	(i) Medical Superintendent, Punjab Mental Amritsar. (ii) Chemical Examiner to Government, Punjab	Up to the limit of Rs. 4,000/- in the case of each purchase.
109.	Omitted	Omitted	
110.	(1) To sanction the amount of professional fees, the class of railway accommodation and other journey expenses for private nurses escorting the indigent or criminal mental patients in all cases of transfer of such patients except those transferred from the Punjab Mental Hospital.	Deputy Commissioners.	Full powers provided that all bills connected with this expenditure are countersigned by the Medical Superintendent, Punjab Mental Hospital.
	(2) To sanction the amount of professional fees, the class of railway accommodation and other journey expenses for private nurses escorting the indigent or criminal mental patients in cases of transfer of such patients from the Punjab Mental Hospital.	Medical Superintendent, Punjab Mental Hospital.	Full powers.

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CONSENT ORDERS

[19.6]

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
111.	To sanction expenditure on the occasional supply of sweets to mental patients.	Ditto	Up to maximum of Rs. 30,000 in any one financial year and within the allotment for "Diet of Patients".
112.	To sanction expenditure on articles such as playing cards, cigarettes, tobacco, boot polish, combs, supari, books, news-papers, writing materials and postage stamps for the amusement of mental patient in the Punjab Mental Hospital.	Medical Superintendent, Punjab Mental Hospital, Amritsar.	Up to a maximum of Rs. 50,000 in any one financial year.
113.	To purchase medicines locally in case of exceptional illness and in order to meet extraordinary demand.	(i) Medical Superintendent, Punjab Mental Hospital, Amritsar, Medical Superintendent, Shri Jodha Mal Kuthiala, Government T.B. Sanatorium, Tanda, Medical Superintendent, Gujar Mal Kesra Devi T.B. Sanatorium, Amritsar	Up to a limit of Rs. 4,000 in each case.
		ii) Civil Surgeon in the case of a provincilised headquarters Hospital or in his absence Senior Medical Officer or Medical Officer of a Provincialised Headquarters Hospital.	Rs. 2,000 in each case.
		iii) Senior Medical Officer, Medical Officer or Assistant Medical Officer or Medical Officer in charge of Provincialised Tehsil Headquarters Hospital or Medical Officer In charge of Health Centres.	Up to a limit of Rs 1,500/- in each case.

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		(iv) Doctor In charge of other Hospitals and Dispensaries.	Up to a maximum of Rs. 1,000 in each case subject to the condition that the local purchases do not exceed 10 percent of the yearly budget provision made for the purchase of medicines for an institution and the yearly budget provision for the institution is also not exceeded.
		(v) Medical Superintendent of the Shri Guru Teg Bahadur Hospital, Amritsar and the Rajindra Hospital, Patiala and Principal, Dental College and Hospital, Amritsar.	Up to maximum of Rs. 20,000 in each case.
		(vi) Principal Government Medical College, Amritsar, Principal, Government Medical College, Patiala and Principal, Government Medical College, Faridkot.	Up to a maximum of Rs. 40,000 in each case.
		(vii) Director of Health Services, Punjab and Director, Research and Medical Education, Punjab.	Up to a maximum of Rs. 1,00,000/- in each case. Provided that the medicines are such as are either not usually supplied by the Medical Stores Depot or are not available here at the time of local purchase.
		(viii) Senior Medical Officer, Medical Officer and Assistant Medical Officer, In charge of a provincialised Tehsil Headquarters Hospitals, and Medical Officers in charge of other State Hospitals and Dispensaries.	Up to Rs. 700 in each case: Provided the medicines are such as either not usually supplied by the Medical Store Depot or are not available there at the time of the local purchase.

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
114.	To sanction purchase in local market of any one article of European manufacture or any number of articles of the same description (except bicycles and stationery) at any one time.	Director of Health Services.	Up to the limit of Rs. 1,00,000/-. This equally applies in cases of Medical and Public appliances.
114-A	To sanction non-recurring expenditure chargeable to contingencies (and to purchase Medical Stores and equipment etc.) where no special power is prescribed in these Rules.	(i) Medical Superintendent of Shri Guru Teg Bahadur Hospital, Amritsar and Rajindra Hospital, Patiala and Principal, Dental College and Hospital, Amritsar.	(i) Up to maximum of Rs. 20,000 for any one item.
		(ii) Principals of the Government Medical college, Amritsar, The Government Medical College, Patiala and The Government Medical College, Faridkot.	(ii) Up to a maximum of Rs. 40,000 for any one item.
		(iii) Director of Health Services, Punjab and Director, Research and Medical Education, Punjab.	(iii) Up to a maximum of Rs. 2,00,000 for any one item: provided that the total expenditure on the purchase and repair of furniture shall be restricted to the actual provision in the budget estimate on that account excluding any increase by reappropriation and the purchases are made in the most economical manner after getting the quotations/tenders and after exhausting approved sources of purchase as approved by Government from time to time. In case of purchase of medicines, it will be necessary to obtain non-compliance certificate from the Government Medical Store Depot, Kanai, before making purchases from any other source other than the approved one or through the Purchase Committee.

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1	2	3	4
115.	Omitted	Omitted	
115-A	Omitted	Omitted	
DEPARTMENT OF ANIMAL HUSBANDRY			
116.	Omitted	Omitted	
117.	To sanction expenses connected with fruit and flower shows.	Director of Agriculture.	Full powers.
118.	To give prizes for poultry shows.	Director of Animal Husbandry Department.	Up to a total amount not exceeding Rs. 20,000/- per annum.
119.	Power to sanction purchase of technical books.	Deputy Director of Agriculture and Assistant Director Fisheries.	Full powers subject to budget provision.
120.	Omitted	Omitted	
121.	Omitted	Omitted	
122.	Power to sanction expenditure in connection with Farmer's Weeks such as hire of charpoys, furniture, utensils, etc.	Disbursing Officers subordinate to the Director of Agriculture, Punjab.	Up to a limit of Rs. 3,000/- per annum.
123.	Deleted.		
124.	To sanction expenditure on casual labour on cleaning of Government Poultry Farms, construction of chappars, collection of river shells, and repairs of poultry houses, etc.	Director, Animal Husbandry Department.	In accordance with the rates fixed under the Minimum Wages Act.

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
125.	Omitted	Omitted	
125-A	To sanction purchase of stores and materials under all plan schemes relating to (i) Animal Husbandry Department, (ii) Forest Department, (iii) Fisheries Department.	(i) Director, Animal Husbandry, Punjab. (ii) Principal Chief Conservator of Forests, Punjab. (iii) Director and Warden of Fisheries, Punjab.	Full powers up to the amount provided in the Budget Estimates for each individual scheme item-wise including any increase thereto by the re-appropriation of funds provided that the purchase is effected through the Controller of Stores, Punjab.
125-B	To sanction purchase of wool under sub-head 'Material and Supplies' by the Directorate of Animal Husbandry Department.	Administrative Department	Full powers up to the amount provided in the Budget Estimates for the purpose.
126.	Deleted.		
DEPARTMENT OF CO-OPERATION			
127.	Omitted	Omitted	
128.	Omitted	Omitted	
128-A	To sanction expenditure on payment of remuneration to non-Government employees for acting as Examiners or for setting paper for the Departmental Examination of the Department of Co-operation.	Department of Co-operation.	Up to a maximum of Rs. 10,000/- in each individual case.
		Registrar, Co-operative Societies.	Not exceeding Rs. 1,500/- in each individual case.
DEPARTMENT OF INDUSTRIES			
129.	To sanction expenditure on payment of remuneration to non-Government employees for acting as Examiners or for setting papers for -	Department of Industries and Director of Industrial Training, Punjab.	Up to a maximum of Rs. 10,000/- in each individual case.
	(i) the Departmental Examination of the	Ditto	Not exceeding Rs. 1,500/- in each individual case.

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	Department of Industries :		
	(ii) the Supervisors Examination including the conducting of tests, etc.	Director of Industries and Director of Industrial Training, Punjab, Principal, School of Arts.	Up to a maximum of Rs. 10000/- in each individual case.
130.	To sanction the purchase in the local Market of articles of stationery and drawing materials required for the Government Industrial Schools for use of students.	Director of Industries and Director of Industrial Training, Punjab, Principal, School of Arts.	Full powers.
131.	Omitted.	Omitted	
132.	Omitted.	Omitted	
133.	Omitted.	Omitted	
134.	To sanction the purchase of books and periodicals required for the Central Museum.	Curator, Government Museum.	Up to Rs. 2,000/- excluding postage for each book or yearly subscription to a periodical, subject to the following conditions :- (a) that the grant for office contingencies is not exceeded. (b) that the total expenditure in any financial year does not exceed Rs. 10,000/-.
135.	To sanction printing work in connection with magic lantern lectures being executed at a private press chargeable to Head 2058- Stationery and Printing.	Curator, Government Museum.	Up to Rs. 250 per lecture.
135-A	To sanction purchase of stores and material under all schemes under the control of Director of Industries.	Director of Industries, Punjab.	Full powers up to the extent funds are provided in the budget for each individual scheme, provided the purchases are effected through the Controller of Stores, Punjab.

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
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DEPARTMENTS OF PUBLIC WORK, WATER RESOURCES AND SOILS CONSERVATION			
136.	Omitted	Omitted	
137.	To sanction expenditure on rewards in connection with canal maintenance.	Superintending Engineers, P.W.D. Water Resources Branch.	Subject to the budget provision
138.	To sanction the purchase of ferro chemicals.	(i) Administrative Department	(i) Up to a limit of Rs. 50,000 a year, for each Ferro Printing Office.
		(ii) Chief Engineers, P.W.D.	(ii) Up to the limit of Rs. 30,000 a year for each Ferro Printing Office.
		(iii) Superintending Engineers, P.W.D., and chief Conservator of Soils.	(iii) Up to the limit of Rs. 6,000 a year for each Ferro Printing Office.
		(iv) Executive Engineer, Conservator of Soils and Consulting Architect to Government, Punjab.	(iv) Up to an annual limit of Rs. 1,500/- only for each Ferro Printing Office.
139.	To sanction recurring expenditure in connection with the movement of camp offices, chargeable to contingencies.	Chief Engineer, Water Resources Branch.	Full powers in respect of Subordinate Offices under him.
		Superintending Engineer, Water Resources Branch.	Full powers in respect of Divisional/Sub-Divisional and Deputy Collector's offices in their circle.
140.	Omitted	Omitted	
140-A	Omitted	Omitted	
141.	Omitted	Omitted	
142.	Omitted	Omitted	
143.	Omitted	Omitted	

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
144.	Omitted	Omitted	
145.	Omitted	Omitted	
146.	Omitted	Omitted	
147.	Omitted	Omitted	
148.	To sanction purchase of survey, field and level and log book from the Thomason Civil Engineering College, Roorkee.	Executive Engineers and Divisional Conservators of Soils.	Full powers, subject to budget provision.
149.	To sanction expenditure on the making of any model for which no specific estimate of the work has been sanctioned.	Consulting Architect to Government, Punjab.	Up to a limit of Rs. 5,000/- for any one model.
151.	Deleted.		
152.	Omitted	Omitted	
153.	To purchase livestock for the working of Farms	Director, Water Resources Research, Punjab.	Up to Rs. 40,000 for each purchase subject to budget provision.
154.	To sanction the purchase of implements required for the working of a Laboratory of Farms.	Ditto.	Up to a limit of Rs. 3,00,000/- in each case, subject to budget provision.
155.	To purchase office furniture.	Director, Water Resources Research, Punjab.	Up to a limit of Rs. 20,000 in each case, subject to budget provision.
156.	To employ regular establishment and labour chargeable to "Contingencies" for the working of Farms and the Laboratory.	Ditto	Up to Rs. 200 per mensem for each person employed for the actual execution of works and subject to the following conditions : a) Provision exists in the budget grant

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			(b) The pay and allowances on such appointment shall not exceed the prescribed rates in cases where such rates have been definitely laid down by a higher authority for any particular class of appointment.
DEPARTMENT OF PRINTING AND STATIONERY			
157.	Omitted	Omitted	
158.	To sanction expenditure on account of emergent requisitions for printing at private presses in excess of the actual cost of work.	Controller, Printing and Stationery.	Up to Rs. 20,000 in the financial year, subject to the provisions of the Punjab Printing and Stationery Manual.
159.	To sanction purchase of the requirements of the Provincial Stationery Office, Punjab.	Ditto.	(a) Full powers within the limits of budget provision provided that purchases are made under running contracts for which tenders and rates have been approved by Government. (b) In all other cases up to a limit of Rs. 40,000 in respect of any individual articles subject to the condition that purchases are made as far as possible after tenders have been invited. If this is not possible in any particular case, the reasons for not inviting tenders should be invariably recorded in writing. This is further subject to the condition that a statement of the purchases made under these orders is submitted to the Government every six months on the 1 st of March, and the 1 st of September.
160.	To sanction expenditure on account of printing and binding work executed at private presses, payable from the minor heads "Printing at Private" Presses or Lithography, as the case may be, subordinate to the major head "2058-Stationery and Printing".	Controller, Printing and Stationery.	Full powers within budget limits.

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DEPARTMENT OF INFORMATION AND PUBLIC RELATIONS			
161.	Omitted	Omitted	
161-A	To sanction the free distribution of priced literature	Administrative Secretary	Up to the cost of Rs. 500 for each book
		Director Public Relations,	Up to the cost of Rs. 300 for each book
162.	To incur expenditure on the purchase of non-service postage stamps.	Administrative Secretary.	Up to Rs. 5,000/- at one time on any one purchase.
163.	To sanction payment of fees for writing articles for journals.	Director, Public Relations.	Up to Rs. 5,000/- in each case.
163-A	To sanction payment for photographs and transparencies and art designs.	Ditto	Up to Rs. 6,000 in each case.
CHIEF ELECTRICAL INSPECTORATE			
164.	To sanction expenditure on payment of remuneration to non-Government employees for acting as examiners or for setting papers and conducting tests, etc., in connection with the Supervisor's Examination.	Chief Electrical Inspector to Government, Punjab.	Up to a maximum of Rs. 4,000/- in each individual case.
Transport Department			
165.	To incur expenditure on the purchase of petrol, diesel, mobile oil and lubricants.	General Manager, Punjab Roadways	Full powers.
166.	To incur expenditure on repairs, servicing and other contingencies including minor tools.	Director, State Transport, Punjab.	Full powers within the budget provision.
		Deputy Director, Transport.	Up to a limit of Rs. 10,000 on each item subject to a total of Rs. 5, 00,000.
		General Manager, Punjab Roadways.	Up to a limit of Rs. 10,000 on each item subject to a total of Rs. 2, 50, 000 a month.
166-A	To incur expenditure on simple meals and refreshments to be served to the staff working beyond normal duty hours in connection with plying of services on important fairs and functions.	All General Managers of Punjab Roadways.	Up to a limit of Rs. 2,000 subject to the conditions that (i) the scope of this concession should be limited to the employees actually doing

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			overtime work but who are not entitled to over time allowance under the departmental rules and (ii) the expenditure involved on simple meals and refreshments should not exceed the rates as fixed by Government from time to time.
166-B	Omitted		
167.	To incur expenditure on advertisement and publicity.	(i) General Manager, Punjab Roadways.	Up to Rs. 6,000/- per annum.
		(ii) Director, State Transport, Punjab.	Up to Rs. 60,000 per annum
168.	To incur expenditure on purchase of buses complete with bodies.	Director State Transport, Punjab.	Full powers within the budget provisions. The orders for purchase of Leyland and Tata bus chassis will be placed direct by the Director State transport, Punjab with the manufacturers subject to the following conditions :- i) The price will be the same as are charged by the manufacturers from the Central Government or State Government and other Corporation in the country and in case it is found that the manufacturers have charged lower rates from any Government or Corporation the State Transport Department will pay the same rates. (ii) If there is any difference in prices fixed by the Ministry of Industrial Development and the manufacturer, the State Transport department will make the payment of chassis at the rate fixed by the Ministry of Industrial Development. Necessary condition will be imposed in the contract to be executed with the manufacturers.
169.	To incur expenditure on land, garages and buildings.	Director, State Transport	Full powers subject to the condition that these works are executed thorough the agencies of PWD and

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			estimates are first approved by the PWD Officers competent to approve the estimates of the amount involved therein.
170.	To incur expenditure on electric installation.	Director, State Transport.	Full powers subject to the conditions that these works are executed through the agencies of PWD, and estimates are first approved by the PWD officers competent to approve the estimates of the amount involved therein.
171.	Omitted	Omitted	
172.	To incur expenditure on the purchase of plants and machinery.	Director, State Transport.	Full powers within the Budget provision subject to the condition that Purchases are made through Stores purchase agency.
		Deputy Director, Transport	Up to a limit of Rs. 50,000 on each item subject to a total of Rs. 2,00,000 a month and subject further to the condition that purchases are made through the Stores Purchases Agency.
		General Managers, Government Transport Service.	Up to a limit of Rs. 10,000 on each item subject to a total of Rs. 2,00,000 a month and subject further to the condition that purchases are made through the Stores Purchase Agency.
173.	To incur expenditure on repairs of vehicles involved in accidents.	Director, State Transport, Punjab.	Full powers within the budget provision.
		General Managers, Government Transport Services.	Up to Rs. 20,000 in each case. If the repair resulting from minor accidents do not exceed Rs. 7,000 in any case the expenditure will be met out of the contingent grant of the service as in the case of ordinary repairs and servicing due to normal wear and tear.
174.	To incur expenditure on claims for compensation arising out of accidents awarded by Courts of Law.	Administrative Department.	Full powers within the budget allotment provided that all cases which reveal negligence on the part of individuals should be communicated to the Accountant General through the Department of Finance.

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
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*174-A	To incur expenditure on claims for compensation arising out of accidents involving Punjab Roadways buses as awarded by the Motor Accidents Claims Tribunal.	Director, State Transport, Punjab.	Full powers within the budget allotment where the Legal Remembrancer to Government of Punjab has opined that the case is not fit for appeal. Provided that the opinion of the Legal Remembrancer shall not be required for cases finally disposed of by the Lok Adalat. Provided further that all cases which reveal negligence on the part of individuals should be communicated to the Accountant General through the Department of Finance.
175.	To incur expenditure on claims of compensations arising out of accidents in cases other than Court awards.	Administrative Department.	Up to Rs. 40,000 in each case subject to the claims being pre-audited by the Accountant-General before payment and subject to the advice of the Legal Remembrancer to Government, Punjab, being first obtained.

*Note. As and when any sanction to incur expenditure for the payment of fines is accorded, a certificate to the effect that no such Roadways employee, official or officer was at fault, may be recorded in the sanction.

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
*176.	To incur expenditure on claims arising out of accidents in cases other than Court award.	General Manager, Punjab Roadways.	Up to Rs. 4,000 in each case provided all cases which reveal negligence on the part of any individual should be communicated to the Department of Finance.
177.	To incur expenditure on the purchase of tyres and tubes.	General Manager, Punjab Roadways.	Full powers subject to the budget provisions and subject further to the conditions that the (i) purchased through GEM or rates fixed by Director-General of Supplies and Disposal and that tyres and tubes not exceeding the requirements of one quarter are indented at a time (ii) that the number of K.Ms. run by tyres or tubes replaced are intimated and checked by D.S.T., Punjab.
177-A	To incur expenditure on the payment/reimbursement of fines imposed by the Courts under the Motor Vehicles Act and the rules made thereunder.	1. Administrative Secretary	
		2. Director, State Transport, Punjab.	Full powers.
		3. General Manager, Punjab Roadways.	Up to a limit of Rs. 10,000 in each case:
			Up to a limit of Rs. 1,500 in each case: Provided, in all cases; on an enquiry before making such a payment/reimbursement, it is found that no such Roadways official or officer is at fault.
178.	To sanction supply of uniforms to drivers of Punjab Government owned vehicles.	Heads of Departments and Offices.	Subject to Budget Provision and the maximum cost and rules prescribed by the Printing and Stationery Department.

*Note. As and when any sanction to incur expenditure for the payment of fines is accorded, a certificate to effect that no such Roadways employee, official or officer was at fault, may be recorded in the sanctions.

*Note. If the repairs charges resulting from minor accidents do not exceed Rs. 4,000 in any case, the expenditure will be met out of the contingent grant of the service as in the case of ordinary repairs servicing due to normal wear and tear.

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19.7. Grants, Concessions, Leases etc. (Rule 2.45)-The powers in this rule are purely financial and are not to be confused with the power to execute instruments. They are further subject to general orders contained in Appendix 4 and any other departmental or local orders on the subject and to the proviso that leases are executed or licences are issued on standard forms wherever prescribed.

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
1.	To sanction grants of colony lands.	Department of Revenue.	Provided the grant is made in accordance with a Colony Programme sanctioned by Government after consultation with the Department of Finance.
2.	To sanction leases under the rules contained in Appendix III to the Land Administration Manual of Government Waste Lands not included in any Colonisation Scheme or likely to come under perennial canal irrigation within the period of the lease.	The Financial Commissioner.	Up to 150 acres of land whether irrigable by a canal or not, for a maximum period of 20 years in each case; provided that the total area held on lease by a single lessee does not exceed 150 acres.
		Commissioners of Divisions.	Up to 75 acres of land not irrigable by canal for a maximum period of 20 years in each case provided that the total area held on lease by a single lessee does not exceed 75 acres.
3.	To sanction lease of - (i) land	Department of Revenue	Where the lease is made under the rules for the lease of waste lands in the Punjab contained in Appendix III to the Land Administration Manual and does not relate to land which is included in a colonization scheme or which is likely to come under perennial canal irrigation.
	(ii) land and houses	Department of Public Works.	In all cases whether relating to waste land or not where the lease is for a period not exceeding one year.
	(iii) fruit trees or grazing of cattle	Departments of Public Works and Revenue.	Full Powers
	(iv) Houses.	Department of Revenue	In all cases where the lease is for a period not exceeding one year.
	(v) Fruit trees growing in the compounds of Government educational institutions in the Punjab.	Department of Education.	Full powers.

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
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	v) Lands attached to educational institutions in the Punjab	(1) Heads of Institution.	In all cases relating to Government Colleges, Basic Training High or Higher Secondary Schools where the lease is for a period not exceeding one year.
		(2) District Education Officers.	In all cases relating to Middle Schools where the lease is for a period not exceeding one year.
		(3) Block Education Officers.	In all cases relating to Primary Schools where the lease is for a period not exceeding one year.
4.	To sanction leases or licenses of land other than nazul land for construction by private persons of - (i) Works of public utility such as pines, hand pumps and wells. (ii) Approach roads, culverts, steps and balconies etc.	Department of Public Works (Building and Roads Branch)	Full powers
5.	To sanction leases of lands for agricultural purposes in forest plantations.	Department of Forest.	Full powers.
6.	To sanction leases of land to tenants either on cash rent or on Batai.	Department of Revenue.	Where the lease is for a period not exceeding one year.
		Director of Agriculture,	Up to three years and not exceeding an area of five rectangles or two squares.
		Deputy Director of Agriculture; Economic Botanists; Cereals Cotton and Oil-seeds Economic Botanist; Millers; Economic Botanist; Sugarcane; Assistant Economic, Botanist; Fodder; Vegetable; Botanist and Fruit Specialist.	Upto one year and in the case of cash rents subject to a maximum limit of Rs.30 per acre, per annum, the area in either case not exceeding two rectangles or two squares.
7.	To sanction leases of -	Department of Revenue.	Full Powers

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1	2	3	4
	(1) buildings with or without land attached.	Deputy Commissioners.	Up to two years provided the amount of the lease money does not exceed Rs. 20,000/- per annum.
	(2) nazul lands both for agricultural and non-agricultural purposes, and	Commissioners of Divisions.	Up to three years provided the amount of the lease money does not exceed Rs. 2,00,000/- per annum.
	(3) escheated buildings lands.		
7-A	To sanction and confirm lease of nazuls buildings, building sites and cultivated and uncultivated plots of land In charge of local bodies, by auction or private treaty.	Departmental of Local Government	Up to Rs. 40,000/- in each.
8.	(i) To sanction leases of agricultural Government land in canal colonies for temporary cultivation.	Deputy Commissioner and Settlement Officer	Up to 56 acres in each individual case for a period not exceeding 10 harvests (both kharif and Rabi) but all leases for more than six harvests should be reported to the Commissioner for information.
		Commissioner of Division.	Up to 150 acres in each individual case for a period not exceeding 10 harvests (both kharif and Rabi).
	(ii) to sanction leases of town sites in canal colonies for non-agricultural purposes.	Financial Commissioner.	Full powers.
		Deputy Commissioners and Colonization officer.	For period not exceeding one year, subject to any instructions issued by the Financial Commissioner.
	(iii) To sanction leases through public auction for temporary cultivation of agricultural Government land in mandis pending development.	Colonization Officer, Punjab.	Up to 12 acres in each individual case for period not exceeding 2 harvest (Kharif and Rabi).
		Administrative Department for the subject of Colonization, including development of mandis.	Full powers.
9.	Omitted	Omitted	Omitted

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
10.	To sanction leases of sweets and fruit sellers shops attached to educational and technical institutions.	Head of Departments.	Up to one year :
		Principals of Colleges, Headmasters and Headmistresses of Schools.	Up to one year; Provided that the rents are not lower than those fixed by the P.W.D.
11.	To sanction leases of land on batai.	Director, Animal Husbandry Department.	Up to three years, not exceeding an area of 50 acres (one rectangle)
12.	To sanction leases of land at cash rent assessable according to condition and situation of land.	Director, Animal Husbandry Department.	Up to two years and subject to a limit of Rs. 40,000 per annum in each individual case.
		Superintendent,	Up to one year and subject to a
		Government live Stock Farm.	limit of Rs. 20,000 per annum in each individual case.
13.	To sanction leases of land by auction or tender either on cash rent or batai.	Director, Animal Husbandry Department.	Up to five years and subject to the conditions laid down in items 11 and 12 above.
14.	To sanction leases of uncultivated plots of land overgrown with scrub to tenants free of rent or at less than a full rent.	Director, Animal Husbandry Department.	Up to two years and subject to a limit of Rs. 20,000 per annum in each individual case provided that lease cannot be renewed on the same terms for a third year.
15.	To sanction leases of houses, land or other immovable property belonging to Government.		Up to one year; provided that the rent of the property as fixed by competent authority* does not exceed -
		(i) Superintending Engineers, P.W.D.	(i) Rs. 4,000 a month.
		(ii) Divisional Officers, P.W.D.	(ii) Rs. 2,000 a month.

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
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16.	To sanction leases of water power on canals.	Department of Public Works (Water Resources Branch)	Where the lease is for a period not exceeding one year.
17.	To sanction leases of water power for Mills.	Superintending Engineers, Water Resources Branch	Full powers up to one year.
18.	To sanction leases for grazing cattle on canal banks.	Superintending Engineers, Water Resources Branch	Full powers up to three years only.
		Divisional Officers, Water Resources Branch.	Full powers up to one year only.
19.	To sanction petty leases for specified purposes, such as water mills, shops, timber depots etc.	(i) Principal Chief Conservator of Forests.	Up to Rs. 1,00,000 per annum in each case for period not exceeding five years.
		(ii) Conservator of Forests.	Up to Rs. 60,000 per annum in each case for period not exceeding five years.
		(iii) Divisional Forest Officers.	Up to Rs. 20,000 per annum in each case for period not exceeding five years.
20.	To sanction leases for grazing cattle on road sides.	Superintending Engineers.	Full Powers.
		Executive Engineers.	Up to one year : provided that the rent does not exceed Rs. 10,000.
21.	To sanction leases of shops or shop sites in close proximity of jails belonging to Government.	Inspector-General of Prisons, Punjab	Up to one year provided that the rent of a shop or shop site does not exceed Rs. 5,000/- a month and that the leases are executed on the prescribed forms.
22.	To sanction leases of canteen contractor's shops in District Police Lines in the Punjab, below the standard rent fixed by the P.W.D.	Inspector-General of Police, Punjab	Full powers.

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1.	2	3	4
23.	To sanction leases for sale of water by bulk for purposes other than irrigation.	Superintending Engineers, Water Resources Branch	Full powers for a period not exceeding 3 years: provided that the rates are not lower than those previously approved by Government.
24.	To sanction leases of Government land for cultivation.	Director, Water Resources Research, Punjab.	Up to one year.
25.	To sanction agreement for sale of canal water for purposes of irrigation at contractor volumetric rates.	Department of Public Works (Water Resources Branch)	Up to five years: provided the agreements are drawn up in prescribed form and the rate charged are in accordance with the rules approved by Government.
26.	To sanction agreement for the recovery of fines on account of drift wood or other timber entering canals.	Superintending Engineers, Water Resources Branch.	Full powers.
27.	To sanction agreement for the sale at control rates of canal water for purposes of land reclamation.	Ditto	For one year: provided the agreements are drawn up in the prescribed forms and the rates charged are in accordance with the rules approved by the Government.
28.	To sanction agreements with auctioneers for conducting sales of Government stores by public auction.	Superintending Engineers Buildings and Roads Branch.	Up to one year only and subject to the condition that the terms of the lease are those embodied in Steres B and R. No. 93.
		Chief Engineer, Water Resources Branch.	Full powers subject to the condition that the agreements shall be drawn up in accordance with the conditions set forth in the rules for the appointment of auctioneers and the conduct of auction for the sale of surplus stores.
29.	To sanction forest concessions.	Department of Forest.	Provided the concession is granted in accordance with the terms of forest settlement.
30.	To sanction special grants of timber or other forest produce free or at favourable rates for special purposes of public utility.	Department of Forest.	Subject to the condition and limits laid down in article 58 of the Forest Department Code.

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CONSENT ORDERS

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
		Principal Conservator and Conservators.	Up to the value of Rs. 20,000/- in each case. Subject to the principle laid Down the Appendix VII of the Forest Department Code (Seventh Edition).
		All Divisional Forest Officers.	
31.	To pass orders authorising the sale of forest produce, stores, tools and plant under para 64 of the Forest Department Code without payment in full of the value at the time of delivery.	Department of Agriculture and Forest (Forest Branch)	Up to the amount of Rs. 2,00,000/-.
32.	To sanction grants of nazul land free of cost to local bodies.	Department of Revenue and Rehabilitation.	Subject to the conditions mentioned in para 8 of Punjab Government Consolidated Circular No. 27 Nazul Properties.
33.	To levy grass cutting fees and grazing fees on farm employees or Constructor's cattle or to allow any member of the public to graze cattle on fixed rates.	Department of Revenue.	Full powers.
		Inspector General of Prisons.	Full powers; provided that the leases are executed on the prescribed forms.
34.	To sanction the sale of animals, grain, cow-dung, stores, etc. surplus to requirements or unserviceable.	Director of Agriculture and Department of Revenue	Full powers.
35.	To fix rates of dairy produce.	Director, Animal Husbandry Department, Punjab.	Full powers, provided that the rates fixed should not be less than the prevailing market rates.
36.	To issue licenses for fishing in Government Canals.	Divisional Officers, Water Resources Branch.	Full powers up to one year in each case.
37.	To issue licenses to Dhobis to wash clothes in the channels of the running canals.	Superintending Engineers, Water Resources Branch (Running Canals).	Full powers up to a period of one year in each case.
38.	Security bonds for the due performance of duties by Government employees.	Chief Engineers, Superintending	In the cases of Government employees whom they are

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PUNJAB FINANCIAL RULES VOLUME I

[Chap. 19]

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
		Engineers, Divisional Officers, Department of Public works.	empowered to appoint to vacant posts subject to the minimum prescribed in para 1.154 of the Punjab Public Works Departmental Code.
39.	To sanction re-conveyance of property as security.	Chief Engineers.	Full powers.
		Superintending Engineers, P.W.D.	Full powers: provided that the value of the property given as security does not exceed Rs. 60,000/-.
		Divisional Officer, P.W.D.	Full powers; provided that the value of the property given as security does not exceed Rs. 40,000/-. X
40.	To cancel leases of shops or shop sites in close proximity of Jails belonging to Government.	Additional Director General of Prisons, Punjab.	Full powers, provided that the cancellation does not entail any payment of an extraordinary nature e.g., by way of compensation.
41.	To cancel leases of land.	Superintending Engineers, Water Resources Branch.	In all cases whether the lease is for a period of not exceeding one year provided the cancellation does not entail any payment of an extraordinary nature e.g. by way of compensation.
42.	To cancel lease of land houses, or other immovable property on Reclamation Farms.	Additional Director General of Prisons	Up to one year: provided that the rent of the property does not exceed Rs 10,000 a month and that the cancellation does not entail any payment of extraordinary nature e.g., by way of compensation.
43.	To sanction renewal for the term of the new settlement of land revenue assignments enjoyed by religious and charitable institutions or rest-houses, the term of which has expired with the expiring settlement.	Financial Commissioner (R)	All grants of the annual value of Rs. 4,000 or under.
45.	Omitted	Omitted	Omitted
46.	To sanction continuance of	Ditto	All grants of the annual value of

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CONSENT ORDERS

[19.7-19.8]

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
	religious and charitable grants for the remainder of the term of settlement if the original term of release expires during the period of settlement.		Rs. 4,000 or under.
47.	To sanction leases for sale of sand from the beds of channels.	Superintending Engineers, Water Resources Branch.	Full powers up to one year.
48.	To sanction the leases of canteens.	Heads of Departments.	Full powers subject to the condition that the lease is sanctioned in favour of the highest bidder as a result of public auction notice where of is given wide publicity by publication in the press.
49.	To sanction the leases of shoeshine contract, space for putting ice-cream cabin, installing a weighing machine on the bus stands, cycle or rickshaw or motor cycle or scooter stand, newspaper vend or a pan shop, lottery or book-stall, etc.	Director, State Transport.	Full powers subject to the condition that the lease is sanctioned in favour of the highest bidder as a result of public auction notice whereof is given wide publicity by publication in the Press.

19.8. Scholarships and Stipends (Rule 8.3)

1.	To sanction the award of - (i) Middle School Scholarships for boys.	District Education Officer.	Subject to the rules in Chapter V of the Punjab Education Code.
	(ii) To sanction the award of Scholarships provided in the Punjab Education Code to boys and girls on the results of relevant University and final School leaving Examination.		
	(iii) To sanction the award of all special Scholarships and stipends e.g. scholarships to the trainees of Government College of Physical Education, Patiala for various courses.	Ditto	Ditto
	(iv) To sanction the grant of Scholarships to poor brilliant students studying at the University stage.	Director of Public Instruction, Punjab.	Subject to the rules in Chapter V of the Punjab Education Code.

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PUNJAB FINANCIAL RULES VOLUME I

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
2.	Omitted.	Omitted.	
3.	To sanction the award of - (i) Open and D.B. Area High School Scholarships for boys.	Director of Public Instruction, Punjab.	Subject to the rules in Chapter V of the Punjab Education Code.
	(ii) Stipends in Training Institutions.	Ditto	Ditto
4.	To sanction the award of - (i) Open and D.B. Area High School Scholarships for girls.	Director of Public Instruction, Punjab.	Ditto
	(ii) Middle School Scholarship for girls.	District Education Officers.	Ditto
	(iii) Stipends in the Training Institutions.	Director Public Instruction, Punjab.	Ditto
5.	Omitted.	Omitted.	
6.	To sanction the award of Middle and High School Scholarships.	Director of Public Instruction, Punjab.	Subject to the rules in Chapter VII and VIII of Punjab Education Code.
7.	To sanction the award of scholarships for encouragement of the study of medicine amongst girls.	Ditto	Subject to rules in Chapter V of the Punjab Education Code.
8.	To sanction the award of Scholarships for Post-Matric, Clerical Classes.	Director of Public Instruction, Punjab.	Ditto
8-A.	To sanction the award of all kinds of other scholarships (including loan Scholarships Schemes) and stipends and financial assistance not specified in the Punjab Education Code.	Director of Public Instruction, Punjab.	Subject to the conditions laid down in the relevant scheme.
9.	(i) To sanction the award of stipends tenable in Schools and Colleges under the Harijan welfare schemes (promotion of education amongst educationally backward classes) and	(i) Director of Public Instruction, Punjab. (ii) Deputy Director of Public Instruction	Subject to the rules in Chapter V of the Punjab Education Code read with the provisions of the Harijan Welfare Scheme.

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CONSENT ORDERS

[19.8]

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
	Vinnukat Jatis Scheme (Award of stipend.		
	(ii) To sanction grants-in-aid to educational institutions in the State on account of exemption from the payment of tuition fees/Public Examination Fees granted to Scheduled Castes/Tribes and other Backward Classes students under Harijan welfare Scheme.	(i) Director of Public Instruction, Punjab. (ii) Deputy Director of Public Instruction, Punjab. (iii) Deputy Directress of Public Instruction, Punjab.	Subject to the rules in Chapter IV of the Punjab Education Code with the provisions in the Harijan Welfare Scheme (Promotion of Education amongst the educationally backward classes.)
10.	To sanction the grant of scholarships or stipends in Medical Colleges.	Principal of the College.	In accordance with the terms laid down in the sanctioned prospectus of the Institution.
11.	Omitted	Omitted	Omitted
12.	Omitted	Omitted	Omitted
13.	Omitted	Omitted	Omitted
14.	Omitted	Omitted	Omitted
15.	Omitted	Omitted	Omitted
16.	To grant Silver Jubilee Scholarships for industrial and technical training in India and abroad.	Department of Industries.	Subject to the rules appearing in Appendix A to the Punjab Industrial Education Code, Part II.
17.	To grant scholarships and stipends in the various Government Industrial and Technical Schools and Institutions in the Punjab	Director of Industries and Industrial Training, Punjab.	Subject to the rules appearing in the Punjab Industrial Education Code, and subject to the further condition that the yearly expenditure on scholarships and stipends do not exceed the allotment for the purposes.
17-A	To grant stipends/training fee including cost of basic shop floor training and related instructions to the Apprentices		

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
	deputed for the apprenticeship training inside the State under the Apprentices Act, 1961.	Director of Industrial Training, Punjab.	Subject to the conditions that the yearly expenditure on stipends and training fee, etc. does not exceed the budget allotment for the purpose.
18.	To grant Silver Jubilee Scholarships.	Director of Industrial Training, Punjab.	Subject to the rules appearing in Appendix A to the Punjab Industrial Education Code, Part II.
19.	To grant scholarships or stipends in the Punjab Government Technical Institutions of Degree and Diploma Standard under P.W.D., B&R. Branch.	Principal of the Institution concerned.	The number and the rate of scholarships/ stipends should be restricted to the number and date provided in the Prospectus of the Institution concerned, approved by the Government.
19.9. Expenditure from discretionary grants-in-aid contributions, donations, etc. (Rule 8.3)			
1.	(i) To sanction grants-in-aid, not otherwise provided for in this rule.	All Departments of Government.	Above twelve lakh rupees for a single local body or an individual or an institute of organisation.
		Head of Departments.	Up to twelve lakh rupees for a single local body or an individual or an institute or organisation : Provided that the aforesaid grant is made,— (i) within the budget provision; (ii) to meet the expenditure on an object for which the grant is intended; and (iii) in accordance with the instructions on grants-in-aid issued by the Department of Finance,—vide letter no.9/95/86-2FCR/20551, dated the 27 th October, 1986, as amended from time to time.
	(ii) To sanction contributions to,— (i) Nangal General Hospital; (ii) General Hospital, Chandigarh (iii) Post Graduate Institute of Medical Education and Research; (iv) Dayanand Medical College; and	All Departments of Government.	Full powers to the extent of budget provision and subject to the conditions laid down for contributions and in accordance with the instructions on grants-in-aid issued by the Department of Finance,—vide letter no.9/95/86-2FCR/20551, dated the 27 th October, 1986, as amended from time to time.

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CONSENT ORDERS

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
	(v) Christian Medical College, Ludhiana.		
1-A.	To sanction grants-in-aid to,— (i) the Universities (under the National Service Scheme); (ii) the Punjab State Institute of Public Administration; (iii) the Centre for Research in Rural Industrial Development; (iv) the Indian Administrative Service Coaching Centre (Patiala); and (v) the Boards (Except the District Boards), Councils and Corporations of the State of Punjab.	All Departments of Government	Full powers provided that the grant is made,— (i) within the budget provision; (ii) to meet the expenditure on an object for which the grant is intended; and (iii) in accordance with the instructions on grants-in-aid issued by the Department of Finance,—vide letter no.9/95/86-2FCR/20551, dated the 27 th October, 1986, as amended from time to time.
1-B.	To release the amount of compensation to Local bodies, Panchayat Samities and Cantonment Boards in lieu of abolition of octroi or, as the case may be in lieu of tax on the sale of country liquor in the State of Punjab.	1. Administrative Department 2. Heads of Departments.	The quarterly installments relating to the first, the second and the third quarters of a financial year will be released by Heads of Departments on the basis of the actual collections made by the Department of Excise and Taxation as the additional excise duty levied in lieu of abolition of octroi or, as the case may be in lieu of tax on the sale of country liquor of the preceding financial year, subject to each installment being restricted to one-fourth of the provision for the purpose in the budget: Provided that in the last quarter of the Financial year, the difference of the amount of compensation payable and the amount of compensation actually paid during the preceding year together with the difference of the amount of compensation payable during the first three quarters, of the financial year and the amount of compensation actually paid during these three quarters, subject to the budget provision will be released by the Administrative Department only after obtaining the full accounts of the preceding year and the accounts of the first three quarters of the

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
			financial year from the Department of Excise and Taxation. The Installments shall be released subject to the condition that the amounts, if any, already due to Government of falling due to Government up to the end of the quarter in which the grant is released, from the Local bodies Panchayat Samities and Cantonment Board will be adjusted and credited to the relevant heads of accounts of the Departments to which they are due, on behalf of the Local bodies, Panchayat Samities and Cantonment Board concerned, from out of the amounts released and only the balance, if any, shall be released in cash; and
2.	To sanction expenditure from the provision for discretionary grants placed at their disposal on the following objects :- (a) Rewards in cases of bravery, self sacrifice and exemplary and unusual acts of honesty not otherwise provided for; (b) Temporary relief in individual cases of urgent distress not covered by other rules.	(i) Commissioner of Division.	Full powers within the grants placed at his disposal.
		(ii) Deputy Commissioner.	Subject to a maximum of Rs. 2,000/- in any one case falling under clause (a) and Rs. 1,500/- in any one case falling under clause (b).
3.	Omitted	Omitted	Omitted
4.	Omitted		
5.	To sanction grants :-		
	(i) Omitted.		
	(ii) For Agricultural Farms attached to Elementary Schools.	Director of Public Instruction.	Up to a limit of Rs. 60,000/- in each case.

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[19.9]

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
	(iii) To local bodies for the expansion of Elementary Education.	Department of Education	In accordance with the rules laid down by Government.
	(iv) To Zila Parishad and Municipalities for the Introduction of Compulsory Primary Education.	Ditto	In accordance with the rules laid down in the Punjab Education Code.
	(v) Maintenance grants for aided schools.	Ditto	Ditto
	(vi) To aided schools for the purchase of equipment.	Ditto	Up to Rs. 50,000/- and subject to the conditions laid down in the Punjab Education Code.
	(vii) Release of grant to Punjabi University.	Department of Education	Grants to be released in four quarterly installments subject to budget provision. The last quarter grant-in-aid will be released provided the University furnishes the Utilisation Certificate based on audited accounts in respects of the grants paid in the preceding year.
	(viii) Release of grant to Gurm Nanak Dev University, Amritsar.	Department of Education	Grants to be released in four quarterly installments, subject to budget provision. The grant-in-aid for the last quarter will be released provided the University furnishes Utilisation Certificate pertaining to the grant paid in the preceding year.
	(ix) Release of grant to the Panjab University	Department of Education	Grants to be released in four quarterly instalments subject to the budget provision only after the Panjab University furnishes the utilisation certificate based on the audited accounts in respect of the grants paid in the preceding year and in accordance with the instructions on grants-in-aid issued by the Department of Finance, vide its letter No.9/95/86-2FCR / 20551, dated the 27 th October, 1986, as amended from time to time.

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
6.	To sanction -		
	(i) initial grants.	Department of Education	(i) Up to Rs. 10,000 in any one case.
	(ii) annual maintenance grant to Small Towns Bodies.	Department of Education	(ii) up to Rs. 1,500/- per annum in any one case and in accordance with the rules laid down by Government.
7.	To sanction building grants and grants for furniture or appliances for aided institutions for Anglo-Indians and to local bodies for Secondary Schools.	Department of Education	Up to a limit of Rs. 1,00,000 in each case and subject to the condition laid down in the Punjab Education Code and the Code of Regulations for Anglo-Indian School.
7-A	To sanction grants to un-aided schools for the purchase of equipment.	Director of Public Instruction.	Up to a limit of Rs. 50,000/- subject to the above condition.
		Department of Education	Up to Rs. 40,000 subject to the condition laid down in the Punjab Education Code Rules approved by Government and provision for the expenditure being available.
8.	To sanction expenditure from lumpsum provision under the head 2059-Public Works	Department of Public Works Building and Roads Branch	Provided that :-
	(i) for grants-in-aid to local bodies for bridges and metalled roads and for colony roads.		(i) the expenditure is sanctioned for an object for which the lumpsum grant is intended.
	(ii) for grants-in-aid to new municipalities and notified areas in the colonies for utilisation on Works other than those mentioned in serial No. 10.	Ditto	(ii) the amount of sanction does not exceed Rs. 1,00,000 in each case.
	(iii) To sanction grants-in-aid to Non-Government Technical Institutions in the Punjab.	Director, Technical Education, Punjab.	First three quarterly instalments to the extent of the State Government share released for the preceding year. The last instalment shall be paid with the concurrence of Department of Finance on the receipt of the audited accounts of the institute in respect of the previous year.

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CONSENT ORDERS

[19.9]

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
9.	To sanction grants from the lump sum grant under the head, "2210-Medical & Public Health-Grant-in-aid".	Director of Health Services, Punjab.	Provided that :- (i) the grant is made to meet the expenditure on an object for which the lump sum grant is intended ; (ii) the grant for a single rural dispensary does not exceed the following limits :- Rs. 1,00,000*Recurring, Rs. 2,00,000 *Non-recurring; and (iii) the grants should be made only to the extent to which the opening of new rural dispensaries has been sanctioned by Government each year.

*Note:- The words "Recurring" and "Non-Recurring" appearing above against this Serial No. 9(ii) are used in the same sense as in the budget, i.e., recurring grants will be made out of the provision-recurring grants, out of the sum provided for non-recurring grants.

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
9-A.	To sanction payment of grants from the lump sum grant voted by Vidhan Sabha under the head "2210-Medical & Public Health-Grant-in-aid.	Director of Health Services, Punjab.	Provided that - (1) the grant is made for expenditure on the object for which the lump sum grant is intended ; (2) the grant for a single subsidised dispensary does not exceed the sum of Rs. 50,000/- per annum ; and (3) the grants should be made only to the extent to which the opening of new subsidised dispensaries have been sanctioned by Government each year.
10.	To sanction expenditure from the lump sum provision under the head "2215-Public Health - Sanitation and Water Supply Grants-in-aid."	Ditto	Provided that the expenditure is sanctioned for an object for which the lump sum grant is intended.
11.	Deleted.		

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
12.	(i) To sanction payment of grants from the lump sum grant under the head "2210-Medical & Public Health-Grant-in-aid". (ii) To sanction payment of grant -in-aid for employment of Nurse-Dais, Trained Dais in Subsidised Dispensaries.	Director of Health Services.	Provided that – (1) the grant is made for expenditure on an object for which the lump sum grant is intended. (2) the grant for a single subsidised dispensary does not exceed the amount of Rs. 10,000 per annum. (i) The grant is made for expenditure on an object for which the lump-sum grant is intended. (ii) Full powers subject to Budget Provision. (3) the grants should be made only to the extent which the opening of new subsidised dispensaries has been sanctioned by Government each year.
13.	To sanction grants from the lump sum grant voted by the Vidhan Sabha under the head "2215-Sanitation & Water Supply -Grant-in-aid".	Director of Health Services.	Provided that :- (1) the grant is made for expenditure on an object for which the lump sum grant is intended ; (2) the grant for a single rural dispensary does not exceed Rs. 50,000/- per annum.
14.	To sanction expenditure on small dardars, etc. from the provision for discretionary grants placed at his disposal.	Ditto	Full powers within the allotment placed at his disposal.
15.	Deleted.		
16.	To sanction payment of the grants payable to Zila Parishad to meet the cost of the salaries of dispensers employed by them to assist the District Medical Officers of Health in their medical relief work etc.	Director of Health Services.	Within the allotment placed at his disposal for the purpose.
17.	To sanction expenditure from the lump sum recurring grants under the head "2215-Sanitation & Water Supply - Grant-in-aid."	Director of Health Services.	To the extent of Rs. 1,00,000/- to any one local body in a year, and provided that the appropriation is made for expenditure on objects for which the lump sum grant is intended.

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CONSENT ORDERS

[19.9]

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
18.	Omitted	Omitted	Omitted
19.	Omitted	Omitted	Omitted
20.	To sanction expenditure on small darbars, etc. from the provision for discretionary grants placed at their disposal.	Director of Agriculture, Punjab, Director, Animal Husbandry	Full powers within the allotment placed at their disposal.
		Department, and Registrar, Co-operative Societies, Punjab.	
21.	Omitted	Omitted	Omitted
22.	Omitted	Omitted	Omitted
23.	To incur expenditure from the allotment under the head "2245-Relief on account of Natural Calamities."	Deputy Commissioner.	Full powers in any one case and provided the amount is spent to meet the demand for relief of distress caused by heavy rains, floods, hail storms, fire or other natural calamities in accordance with the instructions issued by the Government from time to time and within the funds placed at his disposal.
24.	To make payment of grant-in-aid to Market Committees in lieu of fines credited to State Revenues under the Punjab Agricultural Produce Markets Act, 1939.	Deputy Commissioners.	Up to the limits of the amounts placed at their disposal.
25.	To sanction grant-in-aid to Punjab State Soldiers' Sailors' and Airmen's Board.	Chief Secretary (as Secretary, Punjab State Soldiers' Sailors and Airmen's Board).	Full powers to the extent of Budget provisions.

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
27.	To sanction grant-in-aid to the Punjab Co-operative Union.	Registrar, Co-operative Societies, Punjab.	Full powers to the extent of Budget provisions subject to a limit of Rs. 4,00,000 at a time.
19.10 Grant of loans and advances to Government employees, Co-operative Societies and other individuals (Rule 10.1)			
1.	To sanction house-building advances to-	(i) Heads of Departments and Commissioners of Divisions.	Full Powers Subject to the conditions laid down in Chapter X
	(i) Group 'A' and Group 'B' Government employees; and		
	(ii) Group 'C' and Group 'D' Government employees	(i) Appointing Authority	Full powers subject to the conditions laid down in Chapter X and to the extent funds being available and earmarked by Department of Finance.
2.	To sanction advance for purchase of conveyances to-	(i) Department of Government	Full powers subject to the conditions laid down in Chapter X.
		(ii) Heads of Departments	Full powers subject to the conditions laid down in Chapter X.
	(ii) Group 'C' and Group 'D' Government employees.	(iii) Appointing Authority	Full powers subject to the conditions laid down in Chapter X and to the extent funds being available and earmarked by the Department of Finance.
3.	To sanction advances for the purchase of bicycles.	Heads of Offices	Full powers subject to the conditions in Chapter X and to the funds being made available and earmarked for the purposes by the authority concerned.
4.	To sanction advances for purchase of bicycles to employees of the Punjab Civil Secretariat	Under Secretary to Government, Punjab, Secretariat Establishment.	Subject to the usual conditions laid down in Chapter X and to the extent funds being available and earmarked by the Department of Finance.
5.	Deleted		
6.	Deleted		
7.	To sanction loans bearing interest to Local Bodies.	Department of Local Government.	Up to Rs. twenty lakhs in each case.
8.	Omitted		

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CONSENT ORDERS

[19.9]

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
7.	To sanction loans bearing interest to Local Bodies.	Department of Local Government.	Up to Rs. Twenty lakhs in each case.
8.	Omitted.		
9.	To sanction expenditure on loans under the Punjab State Aid to Industries Act, 1935.	Department of Industries.	Up to Rs. 10,00,000/- including the amount of any previous loan or loans outstanding against the persons, firm or company.
		Director of Industries.	Up to Rs. 1,00,000/- and subject to the above conditions.
10.	To grant loans to the Co-operative Provincial Co-operative Central, and Co-operative Mortgage Banks or Co-operative Partnership Tenancy Society registered or deemed to be registered under the Co-operative Societies Act.	Department of Government/Registrar, Co-operative Societies, Punjab.	Subject to the conditions that— (i) the aggregate of loans to the Punjab Provincial Co-operative Bank Ltd., in any one year for its own financial transactions does not exceed Rs. 90 lacs/Rs. 60 lacs. (ii) any loan or the aggregate of any loans to any other Bank granted through the Punjab Provincial Co-operative Bank Ltd., does not exceed Rs. 20,00,000/15,00,000 in any one case. (iii) the period for repayment of a loan does not exceed 15 years.
11.	To sanction the grant of loans under Act XIX of 1883.	Financial Commissioners.	Up to Rs. 9,00,000/- In any individual case Within the limits of the funds allotted
		*Commissioners.	Up to Rs. 2,00,000/-
		Collector.	Up to Rs. Rs. 50,000/-
		Tehsildars.	Up to Rs. 20000/- purposes if permitted by the collector to exercise these powers.
		Assistant Commissioners and Extra Assistant Commissioners	Up to Rs. 20000/- purposes if permitted by the collector to exercise these powers.

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PUNJAB FINANCIAL RULES VOLUME I

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated	
1	2	3	4	
12.	To sanction the grant of loan under Act XII of 1884.	Collector.	Full powers.	Individual case within the limits of the funds allotted for the purpose.
		Tehsildars.	Up to limits of the Rs. 5,000/- for funds allotted cattle Rs. 2,000/- for Seed if permitted by the Collector to exercise these powers.	
		Assistant Commissioners and Extra Assistant Commissioners.	Up to Rs. 10,000/- if permitted by the Collector to exercise these powers.	
13.	To sanction advance to Lecturers/Professors of Government Arts, Training and Professional Colleges.	Principal of the College concerned.	Two thousand in each case for the purchase of books to build up their private libraries.	

*Note - In time of famine the Commissioner may enlarge the powers of his subordinate officers subject to a report to the Financial Commissioner.

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CONSENT ORDERS

[19.9-19.12]

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
14.	To sanction the payment of interest to the State Bank of India on the loans raised from that Bank for procurement of food grains.	Secretary to the Government of Punjab, Department of Food and Supplies.	Full powers, subject to the condition that necessary funds to meet the charges are available in the Budget under the relevant Head of account.

19.11 Write off of irrecoverable loans and advances and remission of loans and advances (Rule 10.10 and 10.27).

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
1.	To sanction remission of any portion of a loan under Act XIX of 1883 and Act XII of 1884, found irrecoverable or when from any special cause it appears that the loan ought not to be recovered.	(i) Financial Commissioners	Full powers.
		(ii) Commissioners.	In any one case up to the limit of Rs. 30,000/- subject to a report to the Financial Commissioner and Accountant-General (Accounts and Entitlement) Punjab.
		(iii) Collectors of the Districts	In any one case up to the limit of Rs. 6,000/- subject to the condition that a report in this behalf shall be given to the Financial Commissioner and the Accountant General (Accounts and Entitlement) Punjab.

19.12. Administrative approval to works (Rule 16.5)

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
1.	To convey administrative approval to estimates for construction or repairs of Parwar-Khannas.	(i) Deputy Commissioners.	Up to Rs. 60,000/- in each case.
		(ii) Director of Land Records.	Up to Rs. 1,00,000/- in each case.
		(iii) Commissioners of Divisions	Up to Rs. 1,00,000/- in each case.

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
2.	To convey administrative approval to estimates for the construction or repairs of Patwar-Khanas.	Financial Commissioners.	Full powers.
3.	To convey administrative approval to proposals to works other than residential buildings.	A.D.G.P. Prisons	Up to Rs. 2,00,000 only for works appertaining to Central and District Jails, Lock-ups and miscellaneous buildings of Jail Department, falling under the minor head "works of the major head "2056 - Jails".
			Up to Rs. 1,50,000 for works appertaining to Reformatories and Reclamation Department falling under the minor head works of the major head "2053-District Administration-800-Other Expenditure.
4.	To convey administrative approval to proposals for works other than residential buildings under paragraph 5.9 of the Punjab Public Works Department Code.	Director General of Police	(i) For works of petty and annual repairs as well as original works or special repairs to buildings in the charge of the Police Department, falling under the major head "2055-Police" and to the extent of Rs. 2,00,000 only.
		Deputy Inspector-General of Police	(ii) For works described above to the extent of Rs. 1,50,000 only.
		Superintendents of Police, including Commandants, Border Military Police, Principal, Police Training School, Phillaur, and Assistant Superintendent of Police, incharge of the Punjab Armed Police	For works described above to the extent of Rs. 20,000 only.
5.	To convey administrative approval to proposal for works including residential buildings for Group 'D' employees.	Director, Animal Husbandry Department	For works of petty and annual repairs as well as original works or special repairs to buildings such as Kacha-Pacca buildings and structures, quarters for Group 'D' Implement sheds, dutch barns, stores, culverts pucca water channels, fences, bird proof-cages, Poultry Farms, under the control of the Veterinary Department falling under the minor head " Work of the 2403-Animal

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
6.	To convey administrative approval to proposals for works including residential buildings for Group 'D' employees and tenants.	Director of Agriculture, Punjab.	For petty original works relating to kacha-pacca or pacca buildings and structures such as field offices and laboratories stores, implements, workshops and juice boiling sheds bullock byres "kacha" or kachapacca or pacca quarters for Group 'D' employees and tenants, pacca wells tanks water-channels and culverts fences, bird-proof cages of the Department Agricultural (including the Fisheries Branch) and the maintenance and repairs of buildings and structures put up by the Department falling under the major head "2401-Crop Husbandry-800-other expenditure" and "2852-Industries-80-General" and to the extent of Rs. 1,00,000/- only. Note —The kacha structure is one where work is in sun-dried brick in mud with burnt bricks in mud in certain essential places such as Jambs of doors and windows or arches
7.	To convey administrative approval to proposals for works including residential buildings for Group 'D' employees.	Director and Warden of Fisheries, Punjab.	For works of petty and annual repairs as well as original works or special repairs to buildings such as field offices, Research Laboratories, Stores, Fish Tanks, Water channels, Quarters for Group 'D' employees and depending of Departmental or acquired tanks/ponds to the extent of Rs. 1,00,000/- only.

19.13 Technical Sanction to estimates for works Rules 16.5(b)**Note 1.**— In respect of items 2 and 3 the following works will be excepted :—

(1) Where skilled civil engineering supervision is required.

Such supervision is not considered necessary in the case of simple works which can normally be entrusted to skilled artisans employed by the Head of Department concerned.

(2) The construction of buildings for headquarters office.

(3) The construction of works in connection with residential buildings for which capital and revenue accounts are maintained and all new residential buildings other than those used or intended revenue to be use by the Jail Department.

(4) The construction of such other works as the Department of Finance may call upon the P.W.D. to execute.

Note 2.—Before works are executed the administrative approval of the competent authority must be obtained. In executing works on up-to-date record of expenditure sanctioned estimated should be maintained.

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
1.	To sanction at cost of State Funds the construction of cattle ponds under direct management of Deputy commissioners	Commissioners of Divisions.	Up to Rs. 2,00,000/-
2.	To give technical sanction to estimates for expenditure on the construction and repairs of patwarkhanas.	Director of Land Records.	Full powers.
3.	To give technical sanction to estimates for expenditure on all petty and annual repairs as well as original works or special repairs to buildings— (a) in the charge of Police Department.	(a) (i) Director General of Police	Up to Rs. 2,00,000
		(ii) Deputy Inspector-General of Police	Up to Rs. 1,00,000/-
		(iii) Superintendents of Police including Commandants, Border Police, Deputy Superintendents of Police, In charge of the Recruits Training Centre, Govindgarh fort, Amritsar, Principal Police Training School, Phillaur, and Assistant Superintendent of Police, In charge of Punjab Armed Police.	Up to Rs. 20,000/-
	b) used or intended to be used by the Jail Department.	(b) (i) Inspector-General of Prisons.	Up to Rs. 2,00,000/-
		(ii) Superintendents of Jails	Up to Rs. 1,00,000/-

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated	
1	2	3	4	
4.	To give technical sanction to estimate for expenditure on works relating to kachapacca buildings and structures such as kacha quarters for Group 'D' employees and tenants, implement sheds, cutch barns, field offices, stores, pacca-water-channels, bird-proof cages etc., the Poultry Farm under control of the Animal Husbandry Department.	1. Director, Animal Husbandry Department. 2. Poultry Officer, Gurdaspur.	Up to Rs. 2,00,000/- for each work at the Poultry Farm Up to Rs. 15,000/- for each work at the poultry farm	Subject to exceptions (1) and (4) in the introductory notes 1 and 2
5.	To give technical sanction to estimates for expenditure on original works relating to Kacha-Pacca or Pacca buildings, and structures such as field offices and laboratories, stores, implements workshop and juice boiling sheds, bullock byers, kacha or kacha-pacca or Pacca quarters for Group 'D' employees and tenants, pacca wells, tanks, water channels culverts, fences birds-proof cages of the Agricultural Department (including the fisheries Section) and the maintenance and repairs of the buildings and structures put up by the Department.	Director of Agriculture, Punjab.	Up to Rs. 2,00,000/- for each work subject to exceptions (1) and (4) in the introductory note and note 2.	

19.14. Sale of lands, buildings and other immovable property (Rule 16.7).

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
1	To sanction sale of land other than nazul by public auction.	Department of Revenue.	Provided the sale is made in accordance with a scheme sanctioned by Government after consultation with the Department of Finance.
2.	To sanction sale of sites required exclusively for the purpose of a temple, Mosque or other religious building in State owned towns i.e., State owned land in one of the colonies.	Department of Revenue.	Provided that the rate of sale for sites will be 2 kanals at half the market value of Rs. 500 per kanal whichever is less, any excess area being paid for at full market rate.
2-A.	To sanction Sale of land by public-auction under the Scheme of Colonisation, including development of mandis.	Administrative Department for the Subject to Colonisation including development of Mandis.	Provided the sale is made in accordance with a Scheme sanctioned by Government After consultation with the Department of Finance.
3.	To sanction sale or write off of buildings in charge of P.W.D.	Chief Engineers B & R.	Provided the book value does not exceed Rs. 3,00,000/-.
		Superintending Engineer, P.W.D.	Rs. 80,000/-
		Executive Engineers Buildings and Roads and Water Resources Branch	Rs. 30,000/-
4.		Omitted	Omitted
			If the book value or the estimated original value where book value is not known does not exceed-provided that the sale or demolition takes place only after other Departments of Government with local interests have been consulted in regard to any use they may have for the buildings proposed to be sold or demolished.
4.	Omitted	Omitted	Omitted

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19.14-A. Sale and disposal of stores, etc. (Rule 15.3).**Note 1.**— Preference should always be given to Government Departments purchasing stores.**Note 2.**— These powers are not exercisable in respect of articles, e.g. typewriters, tents etc. and in respect of Police Department arms, ammunition, ordinance stores, and clothing equipment for the disposal of which special orders exist.

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
1.	To declare articles of stores or stock surplus or unserviceable.	Director State Transport and Departments other than the Department of Public Works.	Up to Rs. 3,00,000
		Heads of Departments	Rs. 3,00,000
		Head of Departments/ District Heads.	Rs. 30,000
		Head of Offices	Rs. 30,000
2.	To sanction sale of articles of stores or stock declared surplus or unserviceable by competent authority:—	Director State Transport and Departments other than the Department of Public Works.	Full powers
	(i) at book value or market value whichever is greater.	Heads of Departments	Full powers
		Deputy Commissioners, District and Sessions Judges, Registrar, Punjab and Haryana High Court, D.I.G. of Police, Circle Education Officer, Inspector of Industrial School, Inspectress of Industrial Schools for Girls, Chief Medical Officer, or Principal Medical Officer, Medical Superintendent of Hospitals, Chemical Examiner to Government, Punjab, Bacteriologist to Government, Punjab, Principal Guru Gobind Singh	

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
		Medical Officer, Medical Superintendent of Hospitals, Chemical Examiner to Government, Punjab, Bacteriologist to Government, Punjab, Principal Guru Gobind Singh Medical College, Amritsar and Principal Punjab Dental College	
	(ii) by private treaty at less than book value.	Director State Transport and Departments other than the Department of Public Works.	Full powers.
		Heads of offices.	Rs. 5,000/-
	(iii) by Public Auction.	Departments other than the Department of Public works.	Full powers
		Heads of Departments	Rs. 3,00,000/-
		General Manager, Punjab Roadways	Rs. 20,000/-
		Deputy Commissioners, District and Sessions Judges, Registrar, Punjab and Haryana High Court, Deputy Inspector-General of Police, Circle Education Officer Inspector of Industrial Schools, Inspectresses of Industrial Schools for	Rs. 5,000/-

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
		Girls, Chief Medical Officer or Principal Medical Officer, Medical Superintendents of Hospitals, Chemical Examiner to Government, Punjab, Bacteriologist to Government, Punjab, Principal, Medical College, Amritsar and Principal, Punjab Dental College.	
		Heads of Offices:	Rs. 2,000/-
3.	To sanction disposal by sale or otherwise of articles of stores or stock declared unserviceable by competent authority.	Departments other than the Department of Public Works.	Up to Rs. 20,000/-
		Heads of Departments:	Rs. 1,5000/-
		Deputy Commissioners, Deputy Inspector-General of Police, Circle Education Officer, Inspector of Industrial Schools, Inspectress of Industrial Schools for Girls, Chief Medical Officer or Principal Medical Officer, Medical Superintendents of Hospitals, Chemical Examiner to Government, Punjab, Bacteriologist to	Rs. 20,000/- Subject to any orders passed by the authority declaring the stores unserviceable.

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated	
1	2	3	4	
		to Government Punjab, Principal Medical College Amritsar and Principal, Punjab Dental College.		
		Registrar, Punjab and Haryana High Court and District and Sessions Judges.	Rs. 6,000/-	
		Heads of Offices.	Rs. 3000/-	
4.	To declare the stores, tools and plant, live-stock, timber and other produce as unserviceable or surplus to requirements.	Principal Chief Conservator of Forests	Rs. 1,00,000/-	
		Conservators of Forests	Rs. 20,000/-	
		Divisional Officers of Forests.	Rs. 2,000/-	
5.	To sanction sale of stores, tools and plant, etc., declared by competent authority as surplus to requirements at book value or market value, whichever is greater.	Principal Chief Conservator of Forests	Full powers	Subject to any orders passed by authority declaring the stores surplus or unserviceable
		Conservators of Forests	Rs. 1,00,000/-	
		Divisional Officers of Forests	Rs. 20,000/-	
6.		Principal Chief Conservator of Forests.	Rs. 2,00,000/-	
		Conservators of Forests.	Rs. 20,000/-	

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated	
1	2	3	4	
	To sanction sale by Public auction of stores, tools and plant, etc. declared, surplus or unserviceable by competent authority.	Divisional Forest Officers.	Rs. 20,000/-	
7.	To sanction disposal of stores declared unserviceable by sale or otherwise.	Principal Chief Conservator of Forests.	Rs. 60,000/-	By public auction or inviting tenders
		Conservator of Forests	Rs. 15,000/-	Subject to any orders passed by authority declaring the stores surplus or unserviceable
		Divisional Forest Officers.	Rs. 6,000/-	
8.	To authorise Forest Officers of and above the rank of Ranger to effect sales of timber or other forest produce, livestock, stores, tools and plant without payment, in full of the amounts at the time of delivery.	Conservators of Forests.	In exceptional cases only and under such conditions regarding time of payment as the Conservator may lay down and subject to a limit of Rs. 2,00,000/- for any one such transaction provided also that every such transaction if the value exceeds Rs. 1,00,000/- is reported to Government.	
9.	To declare stores, Government trees etc. surplus or unserviceable and to sanction their disposal at book value or market value whichever is greater by public auction.	Inspector-General of Prisons, Punjab.	If the book value or estimated value when book value is unknown does not exceed Rs. 20,000/-.	
9-A	To declare animals unserviceable condemned and to sanction disposal at the prevailing market value by public auction.	Inspector-General of Prisons, Punjab.	If the book value or estimated value when book value is unknown, does not exceed Rs. 20,000/- in each individual case, and further it is certified that the sale has been made at the prevailing market rates.	

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
9-B	To declare animals surplus and to sanction their disposal at prevailing market value by public auction	Inspector-General of Prisons, Punjab.	If the book value or estimated value when book value is unknown does not exceed Rs. 20,000 in each individual case, and further it is certified that the sale has been made at the prevailing market rates.
10.	To sanction disposal of animals declared unserviceable by transfer to Gaushalas.	Inspector-General of Prisons, Punjab.	If the book value or estimated value, when book value is unknown does not exceed Rs. 20,000 in each individual case.
10-A.	To sanction disposal of stores Government trees, etc., declared unserviceable by sale or otherwise.	Inspector-General of Prisons, Punjab.	Up to a limit of Rs. 5,000/- in each individual case.
11.	To sanction the sale of grass and fruit, etc. growing in the compounds of Government Educational Offices and Institutions.	Heads of Educational Offices and Institutions including Principal, Extension Training Centre, Batala.	Full powers with regard to the grass and fruit etc. growing in the compounds of their respective offices and institutions provided— (i) the sale is effected by public auction wherever possible or by any other method that may be considered best in the interest of efficiency and economy; (ii) before the sale is effected, tehsil rates and the rates prevalent in the locality are considered; and (iii) in the case of perishable commodities, e.g. vegetables fruit etc., the Officer effecting the sale, records the reasons for approving the rate which is below the prevailing tehsil rates or the local market rates of the day.
12.	To declare animals, agricultural produce, nursery plants, trees, cow dung, etc., as surplus to requirements	1. Director of Agriculture.	Rs. 1,00,000/-
		Deputy Director of Agriculture, Cerealists, Fruit Specialists, Cotton Research, Botanists, Oil seeds Botanists, and Miller	Rs. 20,000/-

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Serial No.	Nature of power	Authority to which the power is	Extent of powers delegated	
1	2	3	4	
		Botanists Entomologists.		
12-A.	To declare fruits as surplus to requirements.	Secretary to Government Punjab, Department of Agriculture.	Full powers.	
		Director of Agriculture.	Up to Rs. 4,00,000/-	
		Deputy Director of Agriculture and fruits specialists.	Up to Rs. 20,000/-	
13(a)	To sanction sale of animals, agricultural Produce, nursery plants, fruits, trees, eggs, cow-dung, etc., declared surplus to requirements at book value or market value whichever is greater.	To sanction sale of animals, agricultural Produce, nursery	Full powers	
		Deputy Directors of Agriculture	Rs. 1,00,000/-	Subject to condition that rates for nursery plants and eggs are approved by the Director of Agriculture, Punjab.
		Heads of Office	Rs. 5,000/-	
13(b)	To sanction sale by public auction of animals, agriculture produce, nursery plants, trees, eggs, cow-dung, etc. declared surplus or unserviceable by competent authority.	i) Director of Agriculture	Rs. 1,00,000/-	
		(ii) Deputy Directors of Agriculture.	Rs. 50,000/-	
		iii) Heads of Offices	Rs. 2,000/-	
13(c)	To sanction disposal of animals, agricultural produce, nursery plants, fruits, trees, eggs, cow-dung, etc. declared unserviceable by sale or otherwise.	Director of Agriculture	Rs. 5,000/-	
		Deputy Directors of Agriculture.	Rs. 2,000/-	
		Heads of Offices	Rs. 1,500/-	
13(d)	To sanction sale by public auction of fruits declared			

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated	
1	2	3	4	
	surplus to requirements by competent authority.	Secretary to Government, Punjab, Agriculture Department.	Full powers.	
		Director of Agriculture.	Up to Rs. 4,00,000/-	Subject to the conditions that rates for fruits are approved by the Director, Agriculture, Punjab.
		Deputy Director of Agriculture	Rs. 50,000/-	
		Head of Office	Rs. 2,000/-	
14.	To declare grain, fodder, manure, stores, animals, poultry birds and eggs as surplus, unserviceable or not up to the standard.	(1) Director, Animal Husbandry Department.	Rs. 4,00,000/-	In each individual order.
		(2) Assistant Director Government Poultry Farm, Gurdaspur.	Rs. 3,000/-	
15.	To sanction disposal of animals, Grain, fodder, manure, poultry birds, eggs and similar other stores declared as surplus to requirements at book value or market value whichever is greater.	Director, Animal Husbandry Department.	Full powers provided that a departmental charge of Rs. 5 per cent is added to book value in the case of sales to Government employees employed in the Farm.	
		(2) Assistant Director Government Poultry Farm, Gurdaspur.	Rs. 3,000/- in any individual transaction.	
16.	To sanction sale by public auction of animals, grain, fodder, manure, poultry birds, eggs, fruits etc. declared surplus or unserviceable.	(1) Director, Animal Husbandry Department.	Full powers.	
		(2) Assistant Director Government Poultry Farm, Gurdaspur.	Up to a book value of Rs. 3,000/- in each individual case.	
17.	To sanction disposal of animals, grain, fodder, manure, poultry birds, eggs, etc. declared surplus or unserviceable.	(1) Director, Animal Husbandry Department.	Rs. 10,000/-	

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
		(2) Assistant Director, Government Poultry Farm, Gurdaspur	Rs. 2,500/- in each individual case
18.	To sanction disposal of grain, fodder, manure and similar other stores declared surplus to requirements, at book value or market value whichever is greater.	Director, Animal Husbandry Department.	Full powers, provide that a departmental charge of 5 per cent is added to the book value in the case of sales to Government employees, employed on the Farm.
19.	To sanction sale by public auction of grain, fodder, manure, etc., declared surplus or unserviceable.	Director, Animal Husbandry Department.	Full powers up to a book value of Rs. 20,000/- in each individual case.
20.	To sanction disposal of grain fodder, manure, etc. declared unserviceable by sale of otherwise.	Director, Animal Husbandry Department.	Rs. 5,000 in each individual case
21.	To sell animals up to standard but surplus to requirements, i.e. over and above the sanctioned strength, at a rate not lower than that fixed by the Valuation Committee.	Director, Animal Husbandry Department.	Up to a valuation of Rs. 1,00,000 in each transaction.
22.	To sell animals not up to Farm Standard at a rate lower than the book value.	Director, Animal Husbandry Department.	Up to a book value of Rs. 40,000 in each transaction.
23.	Omitted.		
24.	To sanction sale by public auction of stores and animals declared surplus or unserviceable.	Director, Animal Husbandry Department.	Full Powers.
		Omitted	Omitted
25.	To sell grain, fodder, gear, etc. serviceable up to the standard, but not surplus to requirement at- (i) Market rate or book value whichever is greater. (ii) Market rate, or book value, plus a departmental charges of 5	Director, Animal Husbandry Department.	Up to Rs. 2,000 for each individual transaction.

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated	
1	2	3	4	
	per cent whichever is greater.			
26.	To declare articles, stores unserviceable or surplus and to sanction disposal (by sale of Public auction) of articles, stores so declared.	Controller of Printing and Stationery, Punjab.	Subject to the condition that the book value or the estimated original value, when book value is not known, does not exceed Rs. 20,000 in any one case.	
26-A	To sanction disposal of waste paper of Punjab Government Presses.	Controller, Printing and Stationery, Punjab.	Full powers subject to the condition that the waste paper is disposal of at the highest tendered rates.	
26-B	To sanction disposal of waste paper by inviting tenders or by open auction as may be advantageous.	(i) Heads of Departments (other than those stationed at Chandigarh).	Full powers.	
		ii) Heads of Offices (other than those stationed at Chandigarh)	Rs. 10,000	
27.	To issue orders declaring stores, surplus or unserviceable the original purchase value of the articles, being estimated if not known.	Administrative Department	Above rupees 9 lacs to 18 lacs	These powers will not be exercised in regard to stores which have already been written down
		Chief Engineers	Rs. 9,00,000	
		Superintending Engineers, P.W.D. Water Resources, Buildings and Roads Branches Chief Conservator of Soils and Superintending Engineer Panchayati Raj Public Works Circle and Director, Water Resources Research, Punjab.		

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated	
1	2	3	4	
		Executive Engineers	Rs. 50,000/-	
		Conservator of Soils		
		Selected Officers		
		Buildings and Roads and Water Resources Branches, Class I and the Principal Government School of Engineering, Punjab,		
		Buildings and Roads and Water Resources Branches, Class II.	Rs. 30,000/-	
		Buildings and Roads Branch, Class III	Rs. 30,000/-	
		Water Resources Branch, Class III	10,000/-	
		Non-selected Officers	10,000/-	
28.	To issue orders for disposal of stores declared surplus or unserviceable by competent authority and to sanction the resultant loss wherever necessary.	1. Chief Engineers	Full powers	
		2. Superintending Engineers, P.W.D., Water Resources, Buildings and Roads Branches and Superintending Engineer Panchayat Raj Public Works Circle and Chief Conservator of Soils.	Up to Rs. 5,00,000/-	Subject to any orders passed by the authority declaring the stores surplus or unserviceable.
		3. Executive Engineers, Water Resources and	Up to Rs. 1,00,000/-	

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated	
1	2	3	4	
		Buildings and Roads Branches, Director Water Resources Research Punjab, and the Principal Government School of Engineering Punjab and Conservators of Soils.	Up to Rs. 1,00,000/-	
29.	To sanction sale of articles on the stock accounts for full value plus usual charges of 10 percent.	Superintending Engineers, P.W.D. Water Resources Buildings and Roads Branches, Chief Conservator of Soils, Executive Engineers, Water Resources and Buildings and Roads Branches and Conservators of Soils.	Full powers	The addition of 10 per cent may, however, be waived by the authority empowered to sanction the sale in the case of stock which has been declared surplus by competent authority and
		Executive Engineers of P.W.D (B and R) and Water Resources	Rs. 20,000/-	
		Omitted	Omitted	
30.	To sanction the sale of grass, trees or other produce in plantations including road side avenue gardens.	Superintending Engineers, P.W.D.	Full powers.	
		Divisional Officers.	Up to Rs. 10,000/-	
31.	To sanction the sale of produce of thinning and pruning and dead and fallen trees.	Executive Engineers Water Resources Branch.	Full powers subject to the conditions in paragraph 2.6 of the Irrigation Manual of Order.	
32.	To sanction sale of whole trees whether standing or fallen, green or dead by public auction.	Executive Engineer, Water Resources Branch -	Rs. 20,000/-	

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
33.	Deleted		
34.	Deleted		
35.	To issue orders for the disposal by sale or otherwise of all farm produce.	Director, Water Resources Research, Punjab.	Full powers
36.	To declare Police horses unserviceable and their disposal by public auction or by shooting.	Director General of Police.	Full powers
		Deputy Director General of Police.	Up to Rs. 1,00,000/- of the purchase price of the horses.
		Superintendent of Police.	Up to Rs. 40,000 of the purchase price of the horses. (i) Subject to the condition that horses have been declared unfit for police duty by the Animal Husbandry Officer and the Police Survey Committee report that none is at fault.
			(ii) The disposal of horses by shooting will be subject to proper medical certification about the unfitness of the animals.
37.	To sanction the sale of wells, tubewells, trees and other structures, etc. appurtenant to the land acquired for Housing and Urban Development Department Schemes, by public auction.	Administrative Department.	Full powers.
		Heads of Department.	Up to Rs. 1,00,000/-
		Estate Officer.	Up to Rs. 40,000/-
38.	To sanction the sale of grass trees or other produce growing in the plot/property of the Punjab Roadways.	General Managers of the Punjab Roadways.	Full powers provided the sale is effected by public auction to the highest bidder.
39.	To sanction the sale of grass, trees or other produce growing in the premises of Industrial Training Institutes Government Industrial Schools for Girls/ Industrial Training Centres.	Director, Technical Education and Industrial Training.	Full powers provided the sale is effected by public auction to the highest bidder.

19.15. Write off of losses, Stores, etc. (Rules 15.3 and 15.4)

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated	
1	2	3	4	
1.	To sanction the writing off finally of the irrecoverable value of stores or public money lost by fraud or the negligence of individuals or similar other causes.	Administrative Departments.	Provided that the (i) amount of the write off in any individual case does not exceed the limits given below:- (1) Department of Public Works-Rs. 1,00,000/- (2) Department of Agriculture and Forests-Rs. 60,000/- in the case of public money and Rs. 1,00,000/- in the case of stores. (3) Other Departments-Rs. 60,000/- (ii) the loss does not disclose : (a) a defect of system, the amendment of which would require a reference to the Department of Finance; or (b) Serious negligence on the part of some individual Government employee or employees which might possibly call for disciplinary action requiring a reference to the Department of Finance.	
		Hon'ble Judges of the High Court.	Up to Rs. 15,000/-	not disclose (i) a defect of system, the amendment of which requires the orders of the higher authority ; or (ii) Serious negligence on the part of some individual Government employee or employees which might possibly for disciplinary action requiring the order of higher authority.
		Heads of Department except the Hon'ble Judges of the High Court and Chief Engineers, P.W.D.	Up to Rs. 5,000/-	
		Chief Engineers, P.W.D.	Up to Rs. 1,00,000	
		Superintending Engineers, P.W.D. Buildings and Roads Branch.	Up to Rs. 5,000/-	
		Superintending Engineer, PWD Irrigation Branch, chief Conservator of s	Up to Rs. 10,000/-	

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
		Soils.	
		Circle Education Officers and District Education Officers.	Up to Rs. 700/-
		Principals of Government Training and Arts/Science Colleges.	Up to Rs. 1,500/-
		Divisional Forests Officers	Up to Rs. 5,000/-
		Principal Punjab School of Arts. Textile Master, Government Central Weaving Institute, Amritsar. Inspectress of Industrial Schools for Girls, Punjab. Inspector of Industrial Schools, Dyeing Expert and Industrial Chemist Reserve and Labourer	Up to Rs. 1,000/-
2	To write off losses of stock due to depreciation of serviceable stock (i.e. book losses only as opposed to actual losses)	(i) Heads of Departments (Except P.W.D)	Rs. 20,000/-
		(ii) Chief Engineers, (Except P.W.D., Water Resources Branch)	Rs. 5,00,000/-

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated	
1	2	3	4	
		(iii) Superintending Engineers (Except P.W.D. Water Resources Branch).	Rs. 4,00,000/-	
		(iv) Chief Engineers P.W.D., Water Resources Branch.	Rs. 14,00,000/-	
		(v) Superintending Engineer, Water Resources Branch	Rs. 5,00,000/-	
		(vi) Executive Engineers	Selected Officers Rs. 1,00,000 Non-selected Officers Rs. 50,000/-	Provided the loss of over Rs. 20,000/- is reported to the Superintending Engineers.
		(vii) Chief Medical Officers, Civil Surgeons, Principal Medical Officers, Medical Superintendents of Hospitals, Chemical Examiner to Government, Punjab and Principals of the State Medical and Dental Colleges.	Rs. 10,000/-	
		(viii) Deputy Commissioners, District and Sessions Judges, Registrar Punjab and Haryana High Court Deputy Inspector General of Police,	Rs. 5,000/-	

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
		Circle Education Officer, Inspector of Industrial Schools, Inspectress of Industrial Schools for Girls, and Bacteriologist to Government, Punjab.	
		ix) Head of Offices/ Senior Medical Officers.	Rs. 2,000/-
3.	To sanction write-off from return of tools and plant where only part value have been recovered.	Executive Engineer, and Divisional Conservators of Soils.	Rs. 20,000
4.	To write off actual losses of stock	Executive Engineer and Divisional Conservators of Soils.	Rs. 4,000
		Director, Water Resources Research Institute, Punjab.	Rs. 10,000/-
5.	To delegate powers to selected officers or class of officers regarding writing off finally the irrecoverable value of stores lost by fraud or the negligence of individuals or other causes.	Department of Agriculture and Forests (Forest Branch)	Provided (i) that the amount of the write-off in any individual case does not exceed Rs. 5,000/- (ii) as in clause (ii) of entry 1 above.
6.	(a) To write-off at any one time the loss of or damage to an article of livery, summer clothing belts and warm clothing not due for renewal. (b) To renew livery etc. at Government expense before the prescribed period.	Department of Labour	Up to the prescribed cost of one livery of and class including summer clothing, belts, cross belts, badges and warm clothing where the loss or damage if not caused by negligence or misuse or where no recovery is possible.
	To sanction write-off of books lost or rendered unserviceable in their own and in subordinate offices, if any	Chief Secretary to Government, Punjab	Full powers.
		Financial Commissioner, Revenue Commissioner of Divisions	Full powers.

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
		Director, Technical Education, and Industrial Training Punjab, Chandigarh.	Up to Rs. 4,000/- in each individual case.
		The Hon'ble Judges of the High Court.	Full powers
		Director of Public Instruction (Colleges).	Full powers
		Director of Public Instruction (Schools).	Up to a limit of Rs. 4,000/- in each individual case and also in the case of Government educational institutions.
		Director of Public Instruction (Primary).	Up to a limit of Rs. 4,000/- in each individual case and also in the case of Government educational institutions.
		Principals of Government Arts and Training Colleges.	Up to a limit of Rs. 2,000/- in each individual case.
		Circle Education Officers.	Up to a limit of Rs. 1,500/- in each individual case. Also in the case of Government educational institutions.
		District Education Officers	Up to a limit of Rs. 1,500/- in each individual case. Also in the case of Government educational institutions.
		Director, Health Services, and Family Welfare, Punjab.	Full powers.
		Director of Agriculture, Punjab.	Full powers.
		Principal, Punjab Agricultural College.	Up to a limit of Rs. 2,000/- in each individual case.
		Director, Animal Husbandry Department, Punjab.	Full powers.
		Principal, Punjab College of Veterinary Science and Animal Husbandry	Up to a limit of Rs. 2,000/- in each individual case.
		Director of Industries, Punjab	Up to a limit of Rs. 4,000/- in each case.
		Inspector of Industrial Schools, Punjab.	Up to a limit of Rs. 1,500/- in each individual case

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
		Principals, Medical Colleges, Amritsar and Patiala	Up to a limit of Rs. 2,000/- in each individual case.
		Director, Treasuries and Accounts	Full powers.
		Inspectress of Industrial Schools for Girls Principal, Punjab School of Arts.	Up to a limit of Rs. 1,000/- in each individual case
		Electrical Inspector to Government, Punjab	
		Chief Inspector of Boilers, Punjab.	
		Chief Inspector of Factories, Punjab.	
		Director General of Languages.	Up to a limit of Rs. 4,000/- in each individual case.
		Director of Panchayats, Panchayati Raj and Community Development, Punjab	Up to a limit of Rs. 4,000/- during a financial year.
		Superintending Engineers, P.W.D.	Without restriction.
		Water Resources and Buildings and Roads, Executive Engineers P.W.D.	Up to a limit of Rs. 300/- in each individual case.
		Principal, Punjab Engineering College and the School.	Up to a limit of Rs. 1,500/- in each individual case.
		Director and Warden of Fisheries, Punjab.	Full powers.
		Director, Water Resources Research, Punjab.	Full powers.
		D.E.T.C.	Up to a limit of Rs. 1,500/- in each case
		E.T.C.	Up to Rs. 4,000/- in each case.
		Labour Commissioner, Punjab	Full powers subject to the condition that the books had not been lost by fraud or negligence.

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
		Registrar, Co-operative Societies, Punjab.	Full powers.
		State Transport Commissioner, Punjab.	Up to a limit of Rs. 4,000/- in each individual case subject to the condition that the books have not been lost through fraud or negligence.
		Director, State Transport, Punjab.	
8.	To write off of books and maps (except restricted) lost or rendered unserviceable in their own or subordinate offices.	(i) Principal Chief Conservator of Forests	Up to a limit of Rs. 4,000/- in each individual case.
		(ii) Conservators of Forests.	Up to a limit of Rs. 2,000/- in each individual case.
		(iii) Divisional Forest Officers.	Up to a limit of Rs. 1,500/- in each individual case.
9.	To sanction the writing off from the catalogue of the Library of the Punjab State Legislative of Books which are lost or become out of date or unserviceable.	The Speaker of the Punjab Legislative Assembly.	Full powers
10.	To sanction the writing off of the value of stamps.	Commissioners of Divisions.	Up to Rs. 3,000/-
11.	To write off irrecoverable loss of stamp revenue.	Commissioners of Divisions.	Up to Rs. 3,000/-
		Deputy Commissioners.	Up to Rs. 1,000/-
12.	Omitted	Omitted	Omitted
13.	To write off finally the irrecoverable value of medical articles and supplies rendered unserviceable, useless or obsolete.	(i) Director of Health Services, Punjab, Director of Research and Medical Education, Punjab.	Up to Rs. 10,000/- in each case.
		(ii) Chief/Principal Medical Officers, Civil Surgeons, Medical Superintendents of Government Hospitals, Principals of the State Medical and Dental Colleges.	Up to Rs. 5,000/- in each case.

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
		Chemical Examiner to Government, Punjab, Public Analyst, Bacteriologist to Government Punjab.	
		(iii) Head of Offices (Senior Medical Officers)	Up to Rs. 1,500/- in each case.
14.	To write off accounts of their own offices or the accounts of Divisional Forest Officers, the value of stores, tools and plant, livestock, timber and other stock.	(1) Principal Chief Conservator of Forests.	Up to the value of Rs. 1,00,000/-
		(2) Conservators of Forests.	Up to the value of Rs. 20,000/-.
		(3) Divisional Forest Officers selected by Conservators.	Up to the value of Rs. 5,000/-.
15.	Omitted	Omitted	Omitted
16.	To write off the accounts, the value of animals died or destroyed.	Director, Animal Husbandry Department, Punjab.	Full powers.
17.	To write off the value of the lost livestock (animals) relating to the Animal Husbandry Department provided that the loss does not disclose- (a) a defect in system, the amendment of which would require a reference to Department of Finance. (b) serious negligence on the part of some individual, Government employee which might possibly call for disciplinary action requiring a reference to the Department of Finance.	Director, Animal Husbandry Department.	Rs. 4,000/- per animal.
18.	To write off the accounts, the value of animals of Police Department, in the case of their death.	Secretary to Government, Punjab Department of Home affairs.	Full powers provided: (i) the Assistant Veterinary Surgeon certifies that the death was natural.

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
			(ii) the Departmental Survey Committee reports that none was responsible.
19.	To write off the accounts, the value of animals of Jails Department, in case of their death.	Secretary to Government, Punjab Department of Home affairs.	Full powers provided: (i) the Veterinary Assistant Surgeon certifies that the death was natural; and (ii) the Departmental Survey Committee reports that none was responsible.
		Inspector-General of Prisons.	Rs. 40,000/- at any one time or the cost of one animal subject to the conditions mentioned above.
20.	Omitted	Omitted	Omitted
21.	To declare the untraced cases of illegal fishing as untraceable and sanction their write off.	Assistant-Directors, Fisheries	Up to Rs. 500/- in case of each offence.
22.	To write off the accounts, the value of dead and infected fish.	Director of Warden of Fisheries, Punjab.	Full powers.
23.	To write off finally the value of raw drugs which are used in manufacturing of medicines in the Government Ayurvedic Pharmacy, Patiala to the extent such drugs fall short due to evaporation or long storage.	Directors Ayurvedic and Medical Education.	Up to Rs. 10,000/- in each case.
19.16. Remission or refunds of revenue and abandonment of claims of revenue (Rules 2.34, 4.6, 9.1)			
1.	To sanction refunds, suspensions and remissions of land revenue or Canal revenue.	(i) Department of Public works ; and (ii) Department of Revenue.	Subject to the condition that the refunds, suspension and remissions are granted under the rules in Financial Commissioner's Standing Orders No. 30, 31 and 61 and rules relating to different canals issued under section 75 of Northern India Canal and Drainage Act, 1873, as amended from time to time.
2.	To sanction immediate remission of land revenue due to— (a) Any calamity to the harvest. (b) Locust sandhail in any harvest.	Financial Commissioner.	Full powers.

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
		a) Commissioners of Divisions and	Up to a limit of Rs. 1,50,000/- per district.
		(b) Collectors of Districts	Up to a limit of Rs. 80,000/- for the whole district.
3.	To remit arrears of land revenue.	Financial Commissioners.	Full powers.
		Commissioners of Divisions	Up to a limit of Rs. 2,00,000/- under 3 years rule for one harvest per district, if satisfied that since the revenue was suspended, due diligence has been shown in collection.
4.	To sanction remission of rent on temporary cultivation	Financial Commissioner.	Full powers.
5.	To remit arrears of rent in a Government estate.	Financial Commissioners	Full powers.
		Commissioners of Divisions	Up to a limit of Rs. 1,500/- per holding or Rs. 10,000/- per estate in any harvest.
6.	To sanction remissions of land revenue due to special causes unconnected with calamities affecting crops for which special rules have not been sanctioned.	Financial Commissioners	Full powers.
		Commissioners of Divisions	(i) Up to a limit of Rs. 15,000 in each case except in cases of awards for gallantry such as fighting dacoits, etc. in the shape of remission of land revenue. (ii) Up to a limit of Rs. 30,000 in each case in cases of awards for gallantry such as fighting dacoits, etc. in the shape of remission of land revenue.
7.	To sanction refunds of land revenue.	(i) Deputy Commissioners	Without limit for sums credited to Government when the refund is on account of erroneous collection, or is rendered necessary by an order which the Deputy Commissioner was competent to pass or in consequence of an assignments of land revenue having been granted with retrospective effect.
		(ii) Commissioners of Divisions	Without limit in cases of other than those mentioned at (i) above.
8.	To sanction refunds of rent on temporary cultivation.	Financial Commissioners.	Full powers.

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
9.	To remit balances of irrecoverable, fluctuating and other land revenue.	Commissioners of Divisions.	Full powers.
10.	To write off the talbana due in all cases where the main demands has been written off by the Financial Commissioner or the Commissioner.	Deputy Commissioner.	Full powers.
11.	To sanction refunds or remissions of excise revenue or concessions to excise licence-holders.	Department of Excise.	Subject to the condition that the refunds or remissions or concessions, are made in accordance with the rules 3.14, 3.16 of the Excise Manual, Volume III.
11-A.	To grant exemption from State Excise Duty on liquor and beer issued to Military Units stationed in Punjab for celebration of their centenary, bi-centenary and tri-centenary, in accordance with the policy approved by Government.	Department of Excise and Taxation	Up to Rs. 3,00,000/- on any one occasion.
11-B.	To grant exemption from the payment of entertainment duty to Punjabi films, without any preview and irrespective of the place of shooting.	Department of Excise and Taxation	Up to fifty per cent of the entertainment duty for six prints of the film and for a period of six weeks.
12.	To sanction suspensions of Excise Revenue.	Excise and Taxation Commissioner, Punjab.	Full powers.
13.	To remit or write off irrecoverable balances of excise revenue.	Excise and Taxation Commissioner	Without limit
14.	To sanction refund of excise revenue wrongly collected.	Excise and Taxation Commissioners, Punjab.	Without limit
		Deputy Excise and Taxation Commissioner, Punjab.	Up to Rs. 40,000/- in each case
15.	To sanction refund of excise duty on liquor exported to other States.	Excise and Taxation Commissioner, Punjab.	Full powers subject to the provision of paragraph 3.26 of the Punjab Excise Manual, Volume III.

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
16.	To sanction refund of the amount paid in excess of the amount of tax due under the Punjab General Sales tax Act, 1948 and the Central Sales Tax Act, 1956.	Assessing Authority.	Full powers.
17.	To grant concessions to holders of excise licenses who through no fault of their own have failed to obtain from their licensed business the profits they had reason to expect – (a) When license is cancelled for a cause other than a breach of the conditions of the license, if a due notice is given (b) When a licence is cancelled for a cause other than a breach of the conditions of the licence, where no notice is given (c) When a farm of fees leviable for retail sale of liquor or drugs has lapsed by reason of the death of the farmers on any fees have been paid for the remainder of the period of the farm. (d) When a farm lapses from any cause other than a breach of the conditions of the farm or when within the terms of a farm any reservation or restriction is made with regard to the grant of sub-licences. (e) when there is an equitable claim for compensation owing to unavoidable circumstances which could not have been foreseen when the licence was granted such as an outbreak of plague, the occurrence of unusual scarcity the sudden departure of troops from a cantonment.	Excise and Taxation Commissioner.	Full powers.
		Excise and Taxation Commissioner.	Full powers subject to the provisions of paragraph 3.19 of Punjab Excise Manual Volume III.
		Excise and Taxation Commissioner.	Full powers subject to the provisions of paragraph 3.19 of Punjab Excise Manual Volume III.
		Excise and Taxation Commissioner.	Full powers subject to the provisions of paragraph 3.19 of Punjab Excise Manual Volume III.
		Excise and Taxation Commissioner.	Full powers subject to the provisions of paragraph 3.19 of Punjab Excise Manual Volume III.
		Excise and Taxation Commissioner, Punjab	Without limit.

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
	the placing out of bounds of a cantt-shop or the closure of a fair (f) when a shop is closed by order of the Collector under section 54 of the Punjab Excise Act, for more than six hours. (g) When a licensee dies and has paid any fee for the subsequent period of the licence.	Collector	Full powers subject to the provisions of paragraph 3.19 of the Punjab Excise Manual, Volume III.
		Excise and Taxation Commissioner, Punjab	Full powers subject to the provision of paragraph 5.39 (33) of the Punjab Excise Manual, Volume II.
18.	To grant compensation in the case of withdrawal of a licence, permit or pass forthwith without any notice for any cause other than those specified in section 36 of the Punjab Excise Act (I of 1914).	Financial Commissioner, Punjab.	Full powers, in exercise of the powers conferred under sub-section (2) of section 41 of the Punjab Excise Act (I of 1914)
19.	To remit acreage duty on poppy cultivation in Jullundur and Hoshiarpur Districts where the crop has failed.	Deputy Commissioner, Jullundur and Hoshiarpur Districts.	Full powers.
20.	To sanction refund of duty on beer, which has been destroyed or become unfit for consumption.	Excise and Taxation Commissioner.	Full powers subject to the provisions of paragraph 10.36 of the Punjab Excise Manual, Volume I.
21.	To remit or refund the excise duty on locally manufactured rectified spirit used for industrial and scientific purposes as follows :— (1) For analytical work ; (2) For pharmaceutical manufacture of tannic acid ; (3) For the manufacture of medical solid extracts ; (4) For the manufacture of fulminates by the Army Ordinance Department ; (5) For an industrial or scientific process, provided that the rectified spirit does not form an ingredient in the product of any industry concerned when that product is issued from the work ; (6) For the manufacture of acetone required for ammunitions of war.	Excise and Taxation Commissioner.	Full powers subject to the conditions laid down in paragraph 9.16 of the Punjab Excise Manual, Volume III.

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
22.	To refund the excise duty on rectified spirit supplied by the medical stores Depot to (a) Government and charitable hospitals and dispensaries, (b) Medical and Educational institutions.	Excise and Taxation Commissioner, Punjab.	Full powers subject to the conditions laid down in paragraphs 10.29 and 10.31 of the Punjab Excise Manual, Volume III.
23.	To refund the excise duty on rectified spirit contained in medical preparations supplied by the Medical Store Depot to the— (1) Charitable hospitals and dispensaries, (2) Government Hospitals and dispensaries, (3) Medical College, Amritsar, Patiala and Faridkot.	Ditto.	Full powers subject to the conditions as mentioned in paragraph 10.31 of the Punjab Excise Manual, Volume III.
24.	To sanction allowances of the value of non-judicial stamps.	Collectors of Districts and Officers in charge of Treasuries who have passed the Departmental Examination of the Treasury Branch.	Full powers. Subject to the conditions in sections 49, 50 52 and 53 of the Indian Stamp Act, 1899. The authority in column 3, may in special cases, allow refund or renewal of a spoilt or useless non-judicial stamp, provided application is made within two years of the date of purchase or the date of purchase of the date on which the stamp was spoilt or rendered useless.
	(i) When a stamp has been in advertently spoiled or misused. (ii) When any documents on a stamped paper which is written out wholly or in part, is not signed or executed by any party thereto ; (iii) When a bill of exchange payable otherwise than one demand of a promissory note has been executed on an impressed stamped. Paper and designed by or on behalf of drawer but has not been accepted or made use of the any of the manners described in clause(e) of section 49 of the Stamp Act ; (iv) When a stamp on any instrument partially or fully	General Assistants to the Deputy Commissioners.	Up to Rs. 2,000/- subject to the overall supervision and control of Deputy Commissioners.

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
	executed has become spoiled for any of the reasons given in clause (d) of section 49 of the Stamp act.		
	(v) When stamped papers used for printed forms of instructions are no longer required by banks or corporation ;	Collectors of Districts and officers in charge of Treasuries who have passed the Departmental Examination of the Treasury Branch.	Subject to the conditions in section 51 of the Stamp Act. (No deduction is required.)
	(vi) When a stamp has not been spoiled, or rendered unfit or unless for the purpose intended, but for which the purchaser has no immediate use;	Collectors of Districts and officers in charge of Treasuries who have passed the Departmental Examination of the Treasury Branch.	Subject to the conditions in section 54 of the Stamp Act. The Authority in column 3 may, in special cases, allow refund for renewal of a spoiled or useless non-judicial stamp, provided application is made within two years of the date of purchase or the date on which the stamp was spoiled or rendered useless.
	(vii) When any duty stamped debenture is renewed by the issue of a new debenture in the same term,	Collectors of Districts and officers in charge of Treasuries who have passed the Departmental Examination of the Treasury Branch.	Subject to the condition in section 55 of the Stamp Act (No deduction is required.)
	(viii) When stamps not spoiled or rendered unfit are returned to the Collector's store on (a) resignation of the vendor's licence;	Collectors of Districts and officers in charge of Treasuries who have passed the Departmental Examination of the Treasury Branch.	a-d) Stamps should be taken back at their full value less a deduction of six paise in the rupee.
	(b) revocation of licence for any fault of licence; (c) death of the vendor; (d) application of the vendor for leave to restore any stamp; (e) expiration of licence (f) recall of stamps by Government; (g) Revocation of licence for any other cause than that mentioned in (b).		(e-g) Stamps should be taken back at their full value less only any discount allowed on their sale by the licence vendor.

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Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
26.	To grant, under section 45 of the Stamp Act, refund of—	Chief Controlling Revenue Authority.	Full powers.
	(i) Penalty paid under section 35 or 40 of the said Act.	Commissioners of Divisions.	Up to Rs. 30,000/- in each case: provided that an application in writing is made within one year from the date of the payment (Section 45(I) of the Stamps Act).
	(ii) Stamp duty charged and paid under section 35 or 40 in excess of that which is legally chargeable under the Act.	Chief Controlling Revenue Authority.	Full powers.
		Commissioners of Divisions.	Up to Rs. 2,500 /- in each case : provided that an application in writing is made within three month of the order charging the same (Section 45 (2) of the Stamp Act)
27.	To sanction refund in cases in which money is credited to Government for purchase of stamps but stamps are not actually purchased.	(i) Financial Commissioner.	Full powers.
		(ii) Commissioners of Divisions.	Up to Rs. 50,000/- in each individual case.
28.	To sanction refunds of the value of— (1) impressed court fee stamps which have been spoiled or rendered unfit or useless for the purpose intended or for which the purchaser has no immediate use, or (2) two or more (or in the case of denomination below Rs. 5, four or more) court-fee adhesive labels which have never been detached from each other and for which the purchaser has no immediate use. (3) Court-fee adhesive labels when they are attached to impressed sheets of court-fee stamps in accordance with the rules framed by the Government under section 26 and 27(b) of the court fees Act, 1870	Collectors, Officers In charge of Treasuries who have passed the Departmental Examination of the Treasury Branch and General Assistant to the Deputy Commission feeers	Subject to the following conditions : The authority in column 3 shall on application repay to the applicant the value of such stamps or labels in money, deducting six paise per rupee of face value upon such persons delivering the same to be cancelled and proving to the satisfaction of the said authority that they were purchased by him with a bona fide intention to use them, that he has paid the full price there of and that they were so purchased; or in the case of impressed stamps, purchased, spoiled or rendered useless within the period of six months preceding the date on which they were so delivered. The Collector may in special cases allow similar refund when the period of six months is exceeded provided the application for refund is made within a period of one year from the date of purchase or spoiling.

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
			Note—The mere allegation of the applicant that he was not aware of the rule requiring him to apply within six months is not as a "special case."
	(d) all court-fee stamps not spoiled or rendered unfit for use returned to the Collector's store on- (a) resignation of the vendor's licence; (b) revocation of licence for any fault of the licence; (c) death of the vendor; (d) application of the vendor for leave to restore any stamp; (e) expiration of licence; (f) recall of stamps by Government; (g) Revocation of licence for any reasons other than that mentioned in (b).		(a-d) Stamps should be taken back at their full value less a deduction of six paise in the rupee. (e-g) Stamps should be taken back at their full value less only any discount allowed on their sale by the licensed vendor.
29.	To sanction renewal of damaged or spoiled impressed court-fee stamp and any adhesive stamp used in combination with or affixed to an impressed stamp.	Collectors and officers in charge of Treasuries who have passed the Departmental Examination of the Treasury Branch.	Provided that an application in writing is made within six months after such stamp has become damaged or spoiled.
30.	To sanction refund of fee paid on memorandum of appeal.	Collectors.	Subject to the conditions prescribed in section 13 of the Court-Fee Act, 1870, and on presentation by the applicant of Court certificate authorising such refund by the Court.
31.	To sanction refund of fee on application for review of judgement.	Collectors.	Subject to the condition prescribed in Section 14 of the Court-fees Act, 1870, and on presentation by the applicant of court certificate authorising such refund by the court.
32.	To sanction refund when Court reverses or modifies its former decision on ground of mistake.	Collectors.	Subject to the condition prescribed in section 15 of the Court-Fees Act, 1870, and on presentation by the applicant of Court certificate authorising such refund by the Court.
33.	To sanction refunds or renewal of detached as well as spoiled Court-fee adhesive stamps in cases of special hardship.	Commissioners of Divisions	Provided that application is put in within six months and subject to the deduction of six paise per rupee of face value in the case of refunds.

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CONSENT ORDERS

[19.16]

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
34.	To sanction refund or renewal of the value of impressed as well as adhesive Court-fee stamps which are not required for immediate use or which have been spoiled or rendered unfit for use in cases where the application for refund is made within three years of the date of purchase or the date of spoiling or rendering unfit for use.	Commissioners of Divisions	Subject to the deduction of six paise per rupee of face value in the case of refunds.
35.	To sanction refund of Court-fee stamps affixed unnecessarily in consequence of an order of a Court.	Financial Commissioner	On production of and order of the Court.
36.	To sanction refund or renewal of impressed or adhesive Court-fee stamps, which have been spoiled or rendered useless or unfit for the purpose intended or for which the purchaser has no immediate use.	Financial Commissioner	Full powers including in case of Financial Commissioner, to revise the orders of Collectors and Commissioners subject to the deduction of six paise per rupee of face value in the case of refunds except in cases falling under clause (a-g) of item 28 (4) above.
37.	To sanction refund in case in which money is credited to Government for purchase of Stamps but stamps are not actually purchased.	Commissioners of Divisions	Full powers.
38.	To sanction refund of the fee paid in stamps instead of cash for shooting licences under the Wild Birds and Wild Animals Protection Rules.	Collectors.	Full powers subject to the deduction of six paise per rupee of face value.
39.	To grant refund of Court-fee stamps affixed in excess of legal requirements.	Collectors.	Provided that :— (1) application for refund is made through the Presiding Officer of the Court within six months from the date of filing the plaint, appeal, application for revision or review or during the tendency of the case whichever is less. (2) a certificate in the prescribed form is produced from the Presiding Officer of the Court to the effect that refund applied for is admissible ; (3) the refund claimed amounts to or exceeds Rs. 300 in each individual case;

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
			(4) a reduction of six paise in the rupee is made from the face value of the stamps affixed in view of legal requirements.
40.	To sanction refund of the value of spoilt un-serviceable obsolete or unused tobacco licence forms.	Collectors and Treasury Officers who have passed the Departmental Examination of the Treasury Branch.	Full powers subject to the deduction at Rs. 00.78 paise percent being the discount allowed on the sale of tobacco licences.
41.	To sanction refund of forest revenues	Department of Agriculture and Forests.	Provided the amount in any single case does not exceed Rs. 1,00,000/-
42.	To sanction the writing off of irrecoverable forest revenue	1. Principal Chief Conservator of Forests.	Up to Rs. 30,000/- in each case.
		2. Conservators of Forests.	Up to Rs. 15,000/- in each case.
		3. Divisional Forest Officer	Up to Rs. 3000/- in each case
43.	To sanction registration refunds on account of excess collections, or refunds necessitated by an order which the Registrar is competent to pass.	Registrars.	Without limit.
44.	To remit wholly or in part the difference between any fine levied under section 25 or 34 of the Indian Registration Act, XVI of 1908, and the amount of the proper registration fee.	Inspector-General of Registration, Punjab.	Full powers.
45.	Omitted	Omitted	Omitted
46.	To sanction the writing off of irrecoverable sums due under the Punjab Urban Immovable Property Tax Act, 1940.	Excise and Taxation Commissioner.	Up to Rs. 30,000/- in each case.
		Deputy Excise and Taxation Commissioner.	Up to Rs. 3,000/- in each case

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CONSENT ORDERS

[19.16]

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
47.	To sanction the writing off of irrecoverable sums of money due under the Punjab Motor Spirit (Taxation of Sales) Act, 1939.	Excise and Taxation Commissioner.	Up to Rs. 30,000/- in each case.
		Deputy Excise and Taxation Commissioner.	Up to Rs. 3,000/- in each case
48.	To sanction the writing off of irrecoverable sums of money due under the Punjab Forward Contracts Tax Act, 1951.	Excise and Taxation Commissioner.	Up to Rs. 30,000/- in each case.
		Deputy Excise and Taxation Commissioner.	Up to Rs. 3,000/- in each case
49.	To sanction the writing off of irrecoverable sums of money due under the Punjab Passengers and Goods Taxation Act, 1952.	Excise and Taxation Commissioner.	Up to Rs. 30,000/- in each case.
		Deputy Excise and Taxation Commissioner.	Up to Rs. 3,000/- in each case
50.	Omitted	Omitted	Omitted
51.	Omitted	Omitted	Omitted
52.	Omitted	Omitted	Omitted
53.	To sanction remission of occupiers rate.	Chief Engineer, Superintending Engineers and Divisional Officers in the Water Resources Branch.	In accordance with the procedure and up to the limits laid down in rule 20 of the Rules issued under the Northern India Canal and Drainage Act (VIII of 1873) applicable to each canal.

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
54.	To sanction remission of ordinary charges other than occupiers, rates, payable for the use of canal water.	Chief Engineer, Superintending Engineers and Divisional Officers in the Water Resources Branch.	In accordance with the procedure and up to the limits laid down in rule 20 of the Rules issued under the Northern India Canal and Drainage Act (VIII of 1873) applicable to each canal.
55.	To sanction the writing off of the irrecoverable arrears of stamps due in pauper suits.	Commissioners of Divisions.	Full powers.
56.	To remit or write off irrecoverable balances of fees in educational institutions.	Director of Public Instruction, Punjab.	Up to Rs. 15,000/- in any one case.
57.	To remit irrecoverable interest due on account of delayed payments of sale-proceeds of seed entrusted to the Department of Agriculture.	Department of Agriculture.	Up to Rs. 20,000/- in any individual case.
	Commission Agents for Sale	Director of Agriculture, Punjab.	Up to Rs. 5,000/- in any one case.
58.	To sanction refunds of :- (a) School Leaving Certificate examination fees. (b) Supplementary examination fees. (c) Boarding House fees including electric charges. (d) Rent of quarters for students.	Director of Public Instruction (Schools).	In cases justifying such action.
59.	To remit in special cases late fee fines imposed on students which in the ordinary course would be credited to State revenues.	Principal of the College concerned.	Full powers.
60.	To sanction remission of cash rent of the land of diggis leased to tenants at the Government Livestock Farm, due to failure of crops etc.	Director, Animal Husbandry Department.	Full powers subject to the conditions that these remissions are allowed in very rare cases and after consultation with the Revenue Authorities.

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CONSENT ORDERS

[19.16]

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
61.	To remit in special cases fines imposed on students (including late fee fines) which in the ordinary course would be credited to State revenue.	Director of Industrial Training, Punjab.	Full powers.
62.	To remit or write off of irrecoverable balances of fees due from students in the Industrial Schools and Institutes.	Director of Industrial Training, Punjab.	Up to Rs. 3,000/- only in any one case.
63.	Omitted	Omitted	Omitted
64.	Omitted	Omitted	Omitted
65.	Omitted	Omitted	Omitted
66.	To sanction refunds of fees (less remittance charges received from candidates for the Electrical Supervisors Examination).	Chief Electrical Inspector to Government, Punjab.	Full powers in cases in which the candidate found ineligible for the examination under the rules.
67.	To sanction refund of application fees in cases to be specified by the Chairman : (i) Punjab Public Service Commission; or (ii) Punjab Subordinate Service Selection Board.	Chairman, Punjab Public Service Commission or Chairman, Punjab Subordinate Services Selection Board, as the case may be.	Full powers.
68.	To sanction refund of total fees prescribed for and examination in cases to be specified by the Chairman—(i) Punjab Public Service Commission; or (ii) Punjab Subordinate Services Selection Board.	Chairman, Punjab Public Service Commission or Chairman, Punjab Subordinate Services Selection Board as the case may be.	Full powers.

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
69.	To sanction abandonment of irrecoverable copying fees.	Commissioners of Divisions.	Up to Rs. 2,000/- in each individual case in case where:- (a) applicants are untraceable, (b) money due cannot be recovered as an arrear of land revenue.
70.	To sanction refund fees under rule 4.14(9) of the Punjab Motor Vehicle Rules.	Chairman, Provincial Transport Authority, Punjab.	Up to Rs. 25,000/- in anyone case
71.	To sanction refunds not otherwise provided for.	All Disbursing Officers	Provided: (a) The refunds are made necessary as a result of some mistake or other flaw in an order for the collection or assessment of revenue which the officer himself is competent to pass and has actually passed. (b) no single refund, except when ordered by court exceeds Rs. 15,000/-.
71-A	Omitted	Omitted	Omitted
73.	To sanction refunds of fare and freight fee for passes or advertisement charges and deposits in respect of special contracts carriages, canteens, stalls, advance booking etc..	Director, State Transport, Punjab.	Full powers.
		General Managers of Punjab Roadways.	Up to a limit of Rs. 3,000 /- in each case.
74.	To remit, reduce or collect in instalments in special cases fines imposed on students which in the ordinary course would be credited to State Revenue.	Principals, Government Diploma Technical Institutions and Junior Technical Schools.	Full powers provided the powers of remission or reduction of fines will be exercisable only before the amount is actually credited into the Treasury.

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CONSENT ORDERS

[19.16]

Serial No.	Nature of power	Authority to which the power is delegated	Extent of powers delegated
1	2	3	4
75.	To sanction refund to the auction purchaser of the initial bid money deposited by him at the fall of hammer to purchase a plot/plots offered for sale by public auction or by allotment under the scheme of Colonization including development of mandis, provided Government decide not to approve the sale thereof.	Colonisation Officer, Punjab.	Full powers.

19.17. Omitted.

Annexure II

**GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE**

FINANCIAL HAND BOOK NO. 2

PUNJAB FINANCIAL RULES

Volume II

(APPENDICES AND FORMS)



(Sixth Edition)

(As amended upto 31st March 2020)

Issued by the authority of Government of Punjab, Department of Finance

CHANDIGARH

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PREFACE TO THE 6TH EDITION

The sixth edition of the Punjab Financial Rules, Volume II incorporates all amendments made upto 31st March 2020.

2. Suggestions for making corrections and improvements may kindly be forwarded to the Department of Finance.

KRISHAN KUMAR,
PRINCIPAL SECRETARY TO
THE GOVT. OF PUNJAB,
DEPARTMENT OF FINANCE.

PREFACE TO THE 5TH EDITION

The fifth edition of the Punjab Financial Rules, Volume II incorporates all amendments made upto the 31st March, 1984.

2. Suggestions for making corrections and improvements may kindly be forwarded to the Department of Finance.

Dated, Chandigarh
The 18th May, 1984

G.BALAKRISHNAN,
SECRETARY OF THE GOVT. OF PUNJAB,
DEPARTMENT OF FINANCE.

PREFACE

The Financial Rules are contained in two main volumes. The first, contains the basic rules regulating financial procedure and the techniques to be observed by the various Departments of the State Government. The second, contains detailed rules on some specific subjects e.g. losses, inter-departmental transactions, agreements, destruction of record of accounts attachments of and deductions from salary, purchase of stores etc., compensations and advances. It also includes a number of forms to be used for preparing essential documents which have statutory, financial and administrative importance. In this edition of the book the changes effected during the period from 1965 onwards have been incorporated and the book has been made up-to-date. Any suggestions for removal of omissions or commissions, may please be sent to the Department of Finance, Punjab.

Dated Chandigarh
The 30th June, 1981

R.P.OJHA,
COMMISSIONER FOR FINANCE AND
SECRETARY TO GOVT. PUNJAB,
DEPARTMENT OF FINANCE

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(Referred to P.F.R. 2.33)

**(1) INSTRUCTIONS TO REGULATE THE ENFORCEMENT OF
RESPONSIBILITY FOR LOSSES SUSTAINED BY
GOVERNMENT THROUGH FRAUD OR
NEGLECT OF INDIVIDUALS**

1. Means should be devised to ensure that every Government employee should realize fully and clearly that he will be held personally responsible for any loss sustained by Government through fraud or neglect on his part and that he will also be held personally responsible for any loss arising from fraud or neglect on the part of any other Government employee to the extent to which it may be shown that he contributed to the loss by his own action or neglect. In almost all cases frauds are rendered possible for want of supervision and neglect of rules laid down for the security and safety of public money. Two forms of neglect are specially noteworthy:—

(i) The amount in a bill is not written in words; the amount in the bill or cheque is written carelessly making alteration possible without detection; or a space is left rendering the insertion of digits or words an easy matter.

(ii) Copies of accounts and bills submitted to the treasury and to audit office are not carefully compared with the office copies. To guard against this it must be insisted in every case in which money is drawn on a bill from the treasury that the total amount of the bill in words is carefully entered by the clerk who draws it up and the copies of accounts and bills submitted to the treasury and to the audit office are carefully compared with the office copies by the drawing officer. The cardinal principle governing the assessment of responsibility is that every public employee should exert the same vigilance in respect of public expenditure and public funds generally as a person of ordinary prudence would exercise in respect of the expenditure and the custody of his own money. While, therefore, the competent authority may in special cases condone Government employee's honest errors of judgment involving financial loss, if he can show that he has acted in good faith and done his best up to the limits of his ability and experience, personal liability must be strictly enforced against all Government employees who are dishonest, careless or neglect in the duties entrusted to them.

2. It is of the greatest importance to avoid delay in the investigation of any loss due to fraud, neglect, financial irregularity, etc. If the irregularity is detected by audit in the first instance, it will be the duty of the Accountant-General to report immediately to the Administrative authority, concerned. If the irregularity is detected by the Administrative authority in the first instance and if it is one which should be reported to the Accountant-General in terms of Punjab Financial Rules 2.34 and 2.35,

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he must make that report immediately. Every important case should be brought to the notice of superior authority as soon as possible, the Administrative authority should report to his superior and the audit authority to his superior. Should the Administrative authority require the assistance of the Accountant-General in pursuing the investigation, he may call on that Officer for all vouchers and other documents that may be relevant to the investigation; and if the investigation is complex and he needs the assistance of an expert audit officer to unravel it, he should apply forthwith for that assistance to Government which will then negotiate with the Accountant-General for the services of an investigating staff. Thereafter, the Administrative authority and the audit authority will be personally responsible, within their respective spheres, for the expeditious conduct of the enquiry.

Note 1.—(i) Detailed report containing complete information on all the points detailed in Annexure-A should be submitted within one month after the submission of the preliminary report.

(ii) Final report should be submitted within a fortnight of the completion of the departmental enquiry.

3. In any case in which it appears that recourse to judicial proceeding is likely to be involved, competent legal advice should be taken as soon as the possibility emerges. In the case of losses involving a reasonable suspicion of fraud or other criminal offence, a prosecution should be attempted unless the legal advisers consider that the evidence available is not such as will secure a conviction. The reasons for not attempting a prosecution should be placed on record in all such cases.

A certificate to the effect that the case is/is not fit for judicial trial, shall be obtained from the District Magistrate, immediately after the loss comes to notice, and furnished to the Accountant-General along with the final report.

4. (1) The general rule in all cases of fraud, embezzlement or similar offence shall be that the competent authority shall decide whether the delinquent is to be tried departmentally first and judicially thereafter.
- (2) If it is decided that the delinquent is to be tried in a court of law, then the departmental proceedings shall be stayed.
- (3) If it is decided that the delinquent is to be proceeded against departmentally, then such proceedings shall be instituted immediately against the delinquent and if there are more than one delinquent, against all the delinquents. Such proceedings shall be conducted with strict adherence to the rules up to the point at which prosecution of any of the delinquent beings in respect of the charges which are subject matter of the criminal case.

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(4) Where the delinquent is convicted by a court, the departmental proceedings against him in respect of charges leading to his conviction should not be resumed as he can be dismissed on the ground of his conviction without giving him a reasonable opportunity of making a representation against the punishment proposed to be inflicted, -vide sub- clause (a) of the proviso to Article 311 of the Constitution of India.

(5) If the delinquent is not convicted by a court, the departmental proceedings against him shall be dropped unless the acquittal is on a technical ground or by giving him benefit of doubt and the authority competent to take disciplinary action is of the opinion that the facts of the case warrant departmental action against him.

5. The question of enforcing pecuniary liability should always be considered as well as the question of other forms of disciplinary action. In deciding the degree of the Government employees pecuniary liability, it will be necessary to look not only to the circumstances of case, but also to the financial circumstances of the Government employee, since it should be recognized that the penalty should not be such as to impair his future efficiency.

In particular, if the loss has occurred through fraud, every endeavor should be made to recover the whole amount lost from the guilty person, and if laxity of supervision has facilitated the fraud, the supervising Government employee at fault may properly be penalized either directly by requiring him to make good in money a sufficient proportion of the loss, or indirectly by reduction or stoppage of his increments of pay.

It should always be considered whether the value of Government property or equipment lost, damaged, or destroyed by the carelessness of individuals entrusted with their care (e.g. a policeman's rifle, a touring officer's tent, a factory motor lorry, an engineer's instruments) should not be recovered in full up to the limit of the Government employee's capacity to pay.

6. One reason why it is important to avoid delay (vide paragraph 2 preceding) is that in the case of prolonged investigation Government employees who are concerned may qualify for pension. The authority investigating the case should immediately inform the A.G. responsible for reporting on his title to pension and the authority competent to sanction pension and it will be the duty of the latter to finalize the pension case of the employee concerned in the light of the procedure laid down in rule 2.2 of Punjab Civil Services Rules, Volume II.

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7. The fact that Government employees who were guilty of frauds or irregularities have been demobilized or have retired and have thus escaped punishment, should not be made a justification for absolving those who are also guilty but who still remain in service.

8. The Department of Finance should be consulted by Administrative Department in all cases of serious financial irregularities before orders are issued in the matter of disciplinary action against those found responsible.

9. The following supplementary instructions should be followed by departmental officers, wherever prosecution in the criminal courts are, or are likely to be necessary:

- (i) All losses of the kind referred to in Punjab Financial Rule 2.34 and 2.35 must be reported forthwith by the Government employee concerned, not only to the Accountant-General but also to his own immediate official superior. Reports must be submitted as soon as reasonable grounds exist for believing that a loss has occurred; they must not be delayed while detailed enquiries are made.
- (ii) Reports submitted under paragraph 1 above must be forwarded forthwith to Government through the usual channel with such comments as may be considered necessary.
- (iii) As soon as a reasonable suspicion arises that a criminal offence has been committed: the senior Government employee of the department concerned present in the station will report to the District Magistrate concerned and ask for a regular police investigation under the Code of Criminal Procedure, 1973.
- (iv) If the District Magistrate or the authority concerned agrees that an investigation may be made, the senior Government employee of the department concerned present in the station will (a) request the District Magistrate or the authority aforesaid to arrange for the investigation to proceed from day to day, (b) see that all witnesses and documents are made available to the investigating officer, and (c) associate with the investigating officer a Government employee of the department who is not personally concerned with the irregularity leading up to the loss, but who is fully cognizant of the rules and procedure of the office in which the loss has occurred.
- (v) When the investigation is completed a Government employee of the department (accompanied by the Government employee who attended the investigation) must be made available for conference with the authority

APPENDIX-1

which will decide whether a prosecution should be instituted. If it is decided not to prosecute, the case must be reported through the usual channel to Government for orders.

- (vi) If it is decided to prosecute, the departmental representative will ascertain from the prosecuting officer whether, having regard to the engagements of the prosecuting staff, and the state of work in the court which would ordinarily hear the case, it is necessary to move the District magistrate to make special arrangements for a speedy trial, and will request the prosecuting officer to make any application that he may think necessary.
- (vii) When the case is put into court by the police, the senior Government employee of the department concerned present in the station will see that all witnesses serving in the department and all documentary evidence in the control of the department are punctually produced, and will also appoint a Government employee of the department (preferably the Government employee who attended the investigation) to attend the proceedings in court and assist the prosecuting staff.
- (viii) If any prosecution results in the discharge or acquittal of any person or in the imposition of sentences which appear to be inadequate, the senior Government employee of the department concerned will at once consult the District Magistrate as to the advisability of instituting further proceedings in revision or appeal, as the case may be, and if the District Magistrate is of opinion that further proceedings are necessary, will request him to proceed as he would in any other case.

Appeals against acquittals may be made only under the orders of Government.

- (ix) The senior Government employee of the department concerned present in the station will see that, in addition to the reports required under (i), (ii) and (v) above, prompt reports are submitted to Government through the usual channel regarding:
 - (a) the commencement of a police investigation;
 - (b) the decision to prosecute in any particular case;
 - (c) the result of any prosecution;
 - (d) the decision to proceed further in revision or appeal in any case;
 - and
 - (e) the result of any proceedings in revision or appeal.

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- (x) Notwithstanding anything contained in paragraph (ii)-(ix) above, the senior Government employee of the department concerned present in the station, may, if he thinks fit, refer any matter through the usual channel for the orders of Government before taking action.
- (xi) Final action relating the write off of the loss of Government money and the like, should not be taken till a report bearing on the case is received by the authority concerned from the Audit Department.

(2) INSTRUCTIONS FOR CONDUCTING DEPARTMENTAL INQUIRY IN CASE OF FRAUD AND EMBEZZLEMENT OF GOVERNMENT MONEY IN WHICH GOVERNMENT EMPLOYEES ARE INVOLVED.

1. There is a tendency on the part of the Head of Office or Department to regard the institution of criminal proceedings as absolving him from the task of conducting an immediate and thorough inquiry. Reluctance may be enhanced by the apprehension that an enquiry may prove prejudicial to the result of the trial in the court of law. As a result, there has sometimes been a great delay in taking departmental proceedings and the result has been inconclusive. The departmental inquiry should not therefore, be delayed pending the decision of the criminal cases, as at a later stage the evidence might disappear and departmental inquiry may not be brought to any conclusion at all.

2. Departmental proceedings cannot, as a rule, proceed concurrently with a criminal prosecution. Much of the evidence in a cases of fraud or embezzlement is documentary. As soon as the criminal proceedings begin the documents go to the court as exhibits and there they must remain till the case is over and if an appeal is filed till the appeal is over. But it is essential that everything should be done to carry the departmental proceedings as far as possible before the prosecution begins. The stage to which departmental proceedings, prior to prosecution, should be taken must depend on circumstances and cannot be precisely defined. The normal procedure is laid down in Rule 8 of the Punjab Civil Services (Punishment and Appeal) Rules and the stage which departmental proceedings can reach may according to circumstances by any one of the stages described or implied in the rule, i.e. the preliminary recording of evidence, the receipt of delinquent's written statement after the framing of a charge, the personal hearing, or the enquiry. If it is intended to prosecute, a finding and sentence should not be recorded in the departmental proceedings till after the disposal of the criminal case; but it must be emphasized that the proceedings should be completed up to the point that can properly be reached.

3. A common type of case is that where a number of persons are involved one or more criminally, and others in such circumstances as show negligence, or warrant the suspicion of criminal abetment without sufficient proof to justify prosecution or have

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similar features which necessitate a criminal prosecution of one or more and a departmental enquiry against others. In such cases the authority has sometimes neglected to institute a formal departmental enquiry or to carry it to requisite stage before criminal proceedings are taken with the result that many months later, when the criminal case is over, effective departmental action has been found impracticable.

4. The general rule should be that in all cases of fraud, embezzlement or similar offences departmental proceedings should be instituted at the earliest possible moment against all the delinquents and conducted with strict adherence to the rules up to the point at which prosecution of any of the delinquents begins. At that stage it must be specifically considered whether further conduct of the departmental proceedings against any of the remaining delinquents is practicable, if it is, it should continue as far as possible which will not, as a rule, include findings and sentences. If the accused is convicted, the departmental proceedings against him should be resumed and formally completed. If the accused is not convicted, the departmental proceedings against him should be dropped, unless the authority competent to take disciplinary action is of the opinion that the facts of the case disclose adequate grounds for taking departmental action against him. In either case, the proceedings against the remaining delinquents should be resumed, and completed as soon as possible after the termination of the proceeding in court.

5. The proceedings contemplated in these instructions are those which are regulated by the Punjab Civil Services (Punishment and Appeal) Rules. Where action is taken under the Public Servants (Inquiries) Act, 1850 (Act No. 37 of 1850), this ordinarily takes the place of a criminal prosecution as regards the person or persons accused; but the procedure as regards other persons involved against whom the Act is not applied should be in accordance with the instructions given above.

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ANNEXURE-A**[Referred to in note below para (1)2]**

- (i) The exact nature of the defalcation/loss and brief description as to how it was detected (a copy of the report of the loss or defalcation to higher authority may also be sent).
- (ii) The full extent of the loss.
- (iii) The actual period covered by the defalcation/loss.
- (iv) The defects in or neglect of rules by which the loss was rendered possible and the circumstances which facilitated the defalcation/loss.
- (v) The names of officials held personally or technically, directly or indirectly, and wholly or partly responsible for the irregularities committed in the case, and the action taken or proposed to be taken against them.
- (vi) Whether the case has been judicially tried in a court or not, (if so, copies in duplicate thereof may please be furnished). If not, the reasons for not doing so may be stated and a copy of the police report (if any) furnished.
- (vii) The remedial measures adopted as safeguards against such losses hereafter.
- (viii) The prospects of the recovery of the loss (the amount of the security taken from the Government employees at fault or their pay, pension, allowances, etc., withheld, and their other property confiscated), may be stated. Otherwise sanction to the writing off of the loss may be obtained and furnished.

APPENDIX-2**(Referred to in P.F.R. 8.21, 8.22 and 9.4.)**

Inter-Government and Inter-Governmental Transactions (Directions issued by the Comptroller and Auditor-General of India, under section 168 of the Government of India Act, 1935, which shall be deemed to be in force under Article 150 of the Constitution of India).

INTRODUCTORY

1. The directions in this appendix shall regulate the conditions under which a department of a Government may make charges for services rendered or articles supplied by it and the procedure to be observed in recording such charges in the accounts of the Government concerned.

ADJUSTMENT BETWEEN GOVERNMENTS

2. In the case of transactions between two Governments adjustments shall always be made if required by or under the provisions of the Constitution, and otherwise, in such manner and to such extent as may be mutually agreed upon by Governments, concerned.

ADJUSTMENTS WITH OUTSIDE BODIES

3. Payment shall be required in all cases where a department of a Government renders service or makes supplies to a non-Government body or institution or to a separate fund constituted as such inside or outside the Public Account, unless Government by general or special order gives directions to the contrary. Relief in respect of payment for services or supplies given to any body or fund, should ordinarily be given through a grant-in-aid rather than by remission of dues.

INTER DEPARTMENTAL ADJUSTMENTS

4. For purposes of inter-departmental payments, the departments of a Government shall be divided into service departments and commercial departments according to the following principles:-

A. Service Departments.—These are constituted for the discharge of those functions which either (a) are inseparable from and form part of the idea of Government or (b) are necessary to and form part of the general conduct of the business of Government.

Examples of the first class are:-

The departments of Administration of Justice, Jails, Police, Education, Medical, Public Health, Forest and Defence.

Examples of the second class are:-

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The departments of Survey, Government Printing and Stationery, Public Works (Buildings and Roads Branch), purchase Organization of the Ministry of Works, Production and Supply (Central Government).

B. Commercial Departments or Undertakings.—These are maintained mainly for the purposes of rendering services or providing supplies, of certain special kind, on payment for the services rendered or for the articles supplied. They perform functions which are not necessarily Governmental functions. They are required to work to a financial result determined through accounts maintained on commercial principles.

Note.—Government has the power in respect of these directions to decide whether a particular department or particular activities of a department shall be regarded as a commercial department or undertaking. A list of departments and undertakings at present recognized by the Punjab Government as commercial is given in the Annexure to these directions.

5. Save as expressly provided in this appendix, a service department shall not make charges against another department for services or supplies which falls within the class of the duties for which the former department is constituted.

The following exceptions to the above direction have been authorised:—

- (a) The forest Department may charge any other department for vegetable animal or mineral products extracted from a forest area.
- (b) Payment must ordinarily be made for convict labour as in the case of that supplied to the public works and other departments of Government but, no charge shall be made for convict labour in the case of works undertaken by the Department of Public works which are treated as jail works.
- (c) The cost of additional Police Guards supplied to irrigation or other project while under construction may be debited to the project concerned.

6. A commercial department or undertaking shall ordinarily charge and be charged for any supplies and services made or rendered to, or by, other departments of Government. This direction may be applied to particular units or particular activities of any department even though the department as a whole may not be a commercial department. Such a unit or activity shall ordinarily charge for its services or its supplies to, and may likewise be charged, by, either the department of which it forms a part or any other department.

Note 1.—Save as otherwise provided in these directions, service rendered by a Service Department falling under clause A (a) of paragraph 4 in the normal discharge of its functions shall not be regarded as service rendered for the purposes of the above directions.

Note 2.—The supply of residential accommodation by one department to the employees of other Department shall not, for the purposes of these directions be held to constitute a service rendered. In all such cases the rent charged for residential accommodation will be the rent recoverable under the rules for the time being in force from the person actually using such accommodation.

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Note 3.—In the Punjab the following commercial departments and undertakings are exempted from payment of rent for office building supplied to them by the Department of Public Works Building and Roads Branch.—

Forest Department, Jail Manufactures, Government Press (so far as it concerns the sale and publication of I. L. R.) with effect from 1st April, 1935.

7. Where one department makes payment or renders service as an agent of another department of same Government, the principal department may, subject to such monetary limit as may be fixed by the Government in this behalf, be debited with the expenditure incurred on its behalf by the agent department.

Note 1.—The cost of land acquired by a Civil Department on behalf of the Department of Public Works is debitable in the accounts of the latter as part of the cost of the works for which the land is taken up; but when land is taken up for two or more service departments conjointly, the cost is wholly debitable to the department for which the major portion of expenditure was incurred, unless there are special reasons to the contrary.

Note 2.—When a special officer is employed for the acquisition of land for any department the expenditure on pay allowances, etc., of the special officer and his establishment and any expenditure on contingencies is debitable to that department as part of the cost of land. When the land taken up by a civil officer, not specially employed for the work, only special charges incurred in connection with the acquisition of the land on establishment, contingencies, etc., shall be borne by the department for which the land is acquired.

(The Punjab Government have fixed Rs. 50 as the monetary limit referred to in these directions.)

8. Without prejudice to the general principle contained in paragraph 5, the Defence Services shall, in respect of inter departmental transactions, charge and be charged for services rendered and supplies made to, or by, other departments, unless in particular cases or classes of cases, Government in consultation with the comptroller and Auditor-General have decided that the inter-departmental adjustment would be unsuitable and undesirable.

Note 1. The Defence Services shall not be required to pay rent for buildings of the Central Civil Departments other than Commercial Departments and undertakings, occupied by the Defence Services for non-residential purposes nor shall rent be charged for buildings of the Defence Services occupied for non-residential purposes by the Civil Departments of the Central Government other than commercial Departments of undertakings, falling under clause B of para 4.

Note 2.—The Defence Services also shall not be required to pay for the use of the Government civil Aerodromes and for other incidental services rendered by the Department of Civil Aviation to Indian Air Force planes, nor shall the Civil Aviation Department be charged, as a reciprocal arrangement, for the use of the Aerodromes of the Indian Air Force by the Civil Air Crafts.

9. A branch of a service department performing duties supplementary to the main function of the department and intended to render particular services on payment, may levy charges in respect of the work for which it has been constituted.

Example—Jail Manufacture, Survey Map-publishing, Priming (Publishing Department), Mint

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(Miscellaneous Services other than coinage).

10. A branch of a department constituted for the subsidiary service of that department, but employed to render similar service to another department, may charge that other department e.g.:

Workshops of a Departments Dock-yards

11. A regularly organized store branch of a department should ordinarily charge any other department for supplies. Made: but petty and casual supplies of stores may, if the supplying department consents be made without payment.

12. Notwithstanding anything contained in these directions, Government may, for special reasons which shall be recorded and communicated to the State Accountant General, permit inter departmental adjustment in any case where such adjustment may be considered necessary in the interests of economy or of departmental control of expenditure.

GENERAL

13. Where under these directions payment is required to be made by one Department of a Government to another, such payment may, if the case so requires or if otherwise deemed necessary, include adequate charge for supervision or other indirect expenditure connected with the service or supply for which payment is made.

14. Payments of amounts due by one department of Government to another shall ordinarily be made by book transfer except when such transfers do not suit the methods of accounts or of business adopted by the receiving department.

15. Any question of doubt or dispute arising in connection with the interpretation of these directions will be decided by the Comptroller and Auditor General of India, with the approval of the President of India.

ANNEXURE-2

List of departments and undertakings recognized by Government as commercial (vide note under Direction 4)

1. Department of Public Works, Irrigation, Navigation, etc works for which capital and revenue accounts are kept.
2. Government Printing Punjab (so far as it concerns the printing of and sale of School/College text books under the Nationalization Scheme).
3. All Government Transport Services.
4. Colonisation Department.
5. Work Centre, Rajpura .
6. The factory section of the following Jails :-
 - (1) Central Jail, Ferozepur.
 - (2) Central Jail, Patiala.
 - (3) Central Jail, Amritsar.
 - (4) B.I. & J. Jail, Faridkot.

APPENDIX 3
(See Note below rule 2.36)

Principles and Rules regulating the distribution of certain charges and receipts
between Governments.

A-INTRODUCTORY

B.-PAY, ALLOWANCES, PENSIONS, ETC.

- (i) Incidence of Pay and Allowances, other than Leave Salaries.
- (ii) Incidence of Leave Salaries.
- (iii) Incidence of Pensions.

C-OTHER CHARGES

- (iv) Incidence of expenditure involved in Audit and keeping Accounts.
- (v) Incidence of the cost of Police functions on Railways including the cost of protecting Railway Bridges.
- (vi) Principles relating to recovery of the cost of (1) Forest surveys carried out by the Survey of India, and (2) Forest maps prepared by that Department.

D-RECEIPTS

- (vii) Incidence of Leave Salary and Pension Contributions recovered in respect of Government Servants lent on Foreign Service.

A-INTRODUCTORY

The rules, regulating the incidence of pay, leave, and pension etc. charges of Government servants as well as of certain other charges and receipts between Governments which are set out in this Appendix are based on arrangements agreed between the different Governments and are therefore binding on all the Governments.

B.-PAY, ALLOWANCES, PENSIONS, ETC.

I. Incidence of Pay and Allowances, other than Leave Salaries.

1. The transit pay and allowances of a government servant transferred from one government/department to another either permanently or as a temporary measure or proceeding on deputation to another department/government or reverting therefrom should in absence of special orders to the contrary, be borne by the Department/Government to which the government servant is proceeding.

Note.—The transit pay and allowances including travelling allowance, both ways of a government servant transferred on foreign service will be borne by the foreign employer."

2. When a military Officer holding a civil post on consolidated pay which is less than his military pay is allowed to draw the difference between them, he draws it from the department—Central or State—from which he receives his consolidated pay.

3. The following rule govern the incidence of the cost of troops lent to civil departments of the Central Government and to State Government. The words

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'Military' and Troops' are used to include Indian Navy and Air-Force as well as Army:-

- (1) When troops are required on duties of a 'Military' nature (e.g.) Ceremonial purpose and provision of escort or guards of honour in circumstances not covered by instruction No. 755 of the Regulations for the Army in India (1962 Edition) and flag marches when they fall into the category of cases involving duties of military nature and when they are not connected with the maintenance of law and order, the extra cost, if any of supplying the services required (e.g. in the way of transport, equipment etc.) will be met by a contribution from the State or the Civil Department concerned of the Central Government, to the Defence Services Estimates.

Note.—The cases in which flag marches come within the scope of this rule will be decided by the Central Government.

- (2) (1) The types of duties that Armed Forces may be called upon to perform in aid of Civil Authorities are as follows: —
 - (a) Maintenance of law and order.
 - (b) Maintenance of essential Services.
 - (c) Assistance during natural and other calamities such as earthquakes, floods, fire and famine.
 - (d) Assistance required in the execution of development projects.
 - (e) Any other types of assistance which may be needed by the Civil authorities and which the Armed Forces are in a position to render.
- (2) For maintenance of law and order vide (a) in rule 2 (1) above, all expenditure will be borne by the Central Government but the State Government may contribute towards the cost, if they wish to do so.
- (3) For maintenance of essential services, for assistance during natural calamities and assistance in the execution of development projects, vide (b) to (d) in rule 2 (1) above, no recoveries will be made from the State Government/Union Territory Administration on account of: —
 - (a) Normal pay and allowances and rations for service personnel of the Unit which may be made available from within the Order of Battle. However, in cases where additional units are maintained by retaining the Units due for disbandment or by raising new Units specifically to meet the requirements of state Governments/Union Territories, the entire cost of these units will be charged.

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- (b) All other expenditure like the cost of payment for consumable stores including pay and allowances will be charged.
- (c) For non-consumable stores and equipment:—
 - (i) Depreciation assessed on the replacement cost on account of wear and tear.
For Aircraft, depreciation will be calculated on the original cost.
 - (ii) Cost of repairs and maintenance.
 - (iii) Cost of replacement of equipment rendered unserviceable assessed on its condition before use. In the case of aircraft, normal strike off wastage element will be charged.
- (d) Incidental expenditure, e.g. cost of move of Units, Personnel and equipment to and from the site of work and extra allowances, rations, clothing and amenities will be charged where provided.
- (e) Hospitalisation and treatment of the service personnel injured whilst employed in rendering aid will be charged.
- (f) Pensionary liability in respect of any troops while employed in aid of civil authorities will be that of Government of India. Damages to crops or compensation payable to civilians would be the responsibility of the State Government.
- (g) Assistance rendered by Armed Force for extinguishing fire will be governed by the principles laid down in the Ministry of Defence letter No. F. 256/51/D (15) dated 18th April, '55 as amplified letter dated 18th May, 1959.
- (h) Non-consumable stores and equipment issued in the circumstances detailed in para 2 (3) above, the depreciation rate will be calculated by dividing the Price Vocabulary rates plus 25% by the life of the item in use. Additional packing and Transportation charges, cost of repairs and maintenance charges, cost of stores issued for repair will be paid by Civil authorities.
- (i) Cost of replacing items of personal kit/clothing rendered unserviceable or lost accidentally due to no fault of an individual while employed in aid during natural calamities will be met by the State Government if classified by the Survey Board on termination of aid.
- (j) In the case of Indents for equipment on loan for a period of over six months, the issue will be only on payment and not on loan.
- (k) No departmental charges will be levied over and above the cost of replacement of Equipment and stores rendered unserviceable during rendition of aid during flood, relief operations and other natural calamities.

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(l) Recoveries of hire charges in respect of stores other than ordnance stores will be made as follows:—

(i) *Tools & Plant Engineering Stores*

Hire charges will be based on para 943 of M E S Regulations. For items not covered by above para, the charges will be fixed in consultation with the Ministry of Defence (Finance.)

(ii) *MT Vehicles*

Recovery will be made at normal rates in accordance with Army Instruction No.928 of 1945 as amended from time to time. In the case of items not covered by this, the hire charges will be fixed in consultation with the Ministry of Defence (Finance).

(4) For any other type of Assistance, vide item (e) in rule 2 (1) above

(a) The complete cost of Armed Forces including ordinary pay and allowances cost of transport of equipment including loss, repair etc. and extra-ordinary charges in the shape of special pay or transportation of stores will be recovered.

(b) The recoveries in respect of stores equipment or vehicles issued in connection with aid to civil authorities will include hire charges for stores, equipment or vehicles assessed as per normal rules and expenditure incurred on transportation handling etc. charges.

(c) The depreciation charges in case of ordnance stores will be calculated on the basis of Price Vocabulary rates plus 50% divided by life of the items in use, expressed in months.

(d) The recoveries of hire charges in respect of stores other than ordnance stores will be made on the lines laid down in rule 2 (3) (1) above.

(e) In the case of assistance rendered by Indian Navy to civil Ministries etc. or the loan on hire of Naval Yard Craft, equipment, tools etc. the depreciation charges will be calculated as under:—

(i) In terms of para 1 (b) of the Ministry of Defence letter No. Dy/ 0201/ IHQ/ SOII/3152/D (N-I) dated 21-11-1959 and 3620/D (N-I) dated 17th September '77 as amended from time to time for loan on hire of Naval Yard Craft, equipment tools etc; and

(ii) for assistance rendered by Indian Navy Ship, in terms of Ministry of Defence letter No.AC/3977/8(2)NHQ/1951/DOIII/DLN.II dated 26th December 80 as amended from time to time.

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(f) In the event of difference of opinion as to the actual method of calculating the charges payable by State Government, the decision of the Government of India will be final.

4. Indian commissioned officers of the Armed Forces in civil employment count their service as qualifying for the outfit allowances under item (d) of:

A.I (I)	16/S/48
A.F.I (I)	6/S/48
RIN (I)	4/S/48

provided that:

- (a) their pay and allowances are governed by the new pay code and
- (b) they are required to wear uniform while in civil employ.

The entire cost of the outfit allowance is debitable to the estimates of the Ministry (Central/Civil)/State Government under whom the officer is employed at the time the allowance becomes due for payment.

5. When soldiers are sent under Military escort from one station to another to stand trial on a criminal charge, they will travel like any other party of soldiers on duty, under a warrant furnished by the Military authorities, the charge being met from the Defence Services Estimates. When a soldier is conducted by a Police escort, the charge will be Civil; the warrant issued in such cases should include the accused as he is a soldier proceeding to a certain place under the orders of his military superior and therefore on duty.
6. Civilian Government servants, who belong to the Army in India Reserve of Officers, when called up for training receive the following emoluments: —
- (i) When proceeding to carry out their training direct from their civil appointments the pay and allowances which they would have drawn in their civil appointments but for the training;
 - (ii) When proceeding to carry out their training while on leave in India, Burma, Ceylone, Great Britain or Northern Ireland, the civil leave pay and allowances which they would have drawn but for the training;
 - (iii) When proceeding to carry out their training on the expiry of leave out of India taken from their civil appointments but before rejoining their civil appointments for duty, joining time civil pay from the date of disembarkation in India to the date preceding that on which their training commenced and full civil leave pay and allowances which they would have

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drawn in journeying to the place of their civil appointment; and

(iv) Military pay and allowances for the period of actual training.

The emoluments drawn under (i) to (iii) are debitable to the Civil-Central or State Estimates and that under (iv) to the Defence Services Estimates.

If it is necessary to provide a substitute in the place of such an officer undergoing training the additional cost will be a charge on Civil Estimates.

NOTE.—This rule is also applicable in regard to the allocation of the civil pay of a Government Servant, who is a member of the Indian Naval Volunteers Reserve or the India Naval Reserve, when called up for training.

7. Reservists of the Indian Army employed under the Central or State Governments will, when called up for periodical military training receive military pay and allowances. They will also receive the excess if any of their civil pay over military pay. Provided that this concession is specifically sanctioned by Department of the Government of India or the head of the attached or subordinate office concerned or by the 'State Governments in whose employ the reservists are serving in their civil capacity. Except where the civil pay of the reservists is met from the Defence Services Estimates the extra expenditure involved will not constitute a charge against the Defence Services Estimates.

7-A. Civil, Central or State Government servants who are members of the various Army, Navy, and Air Force Reserves (excluding the reserve of the officers) will when called up for periodical training receive pay and allowances as under: —

(a) during the transit period they will be entitled to their civil rates of pay and allowances to be met from the Budget to which such expenditure is normally debitable.

(b) for the period of training (excluding period of transit) if the pay and allowances (including concessions in kind e.g. free ration etc.) admissible as a reservist are less than the pay and allowances admissible in the civil post the difference will be paid and debited to the Budget head to which the individual's civil pay is normally debitable.

8. Travelling allowances of Telegraph signallers accompanying Governors and other high officials on tour is debited to the Department concerned although their pay for the period is debited to the Telegraph Department.

9. Subject to any separate agreements that have been or may be arrived at between the various Governments, the pay and allowances including

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travelling allowances of a Government servant summoned to give evidence in his official capacity in a criminal Court or in a Civil Court in a case in which Government is a party or during the period of his absence, are debited to the Government under which he is employed. Actual expenses under the rules of the court, if admissible, are, however, payable by the court, and debited to court contingencies.

II. Incidence of Leave Salaries

The following rules govern the incidence of leave salaries of Government Servants who have served under two or more Governments: —

The liability for leave salary will be borne in full by the Department from which the Government servant proceeds on leave, whether it be his parent Department or a borrowing Department with whom he is on deputation.

III. Incidence of Pensions

Except in regard to the apportionment of liabilities of pensions of Government servants who retired after serving the undivided India between India and Pakistan, the following rules regulate the adjustment of pensionary charges of Government servants who have served under one Government or more than one Government.

The liability for pension including gratuity will be borne in full by the Central/State Government to which the Government servant permanently belongs at the time of retirement.

C.—OTHER CHARGES**IV. Incidence of expenditure involved in Audit and Keeping Accounts**

The following rules govern the incidence of expenditure on Audit and Accounts: —

- (i) Under Article 149 of the Constitution and the Provisions of Section 13 of the C&AG's (DPC) Act, 1971, the Comptroller and Auditor General is responsible for the audit of all expenditure from the revenues of the Union and of the States, and of certain accounts specified in the Act. In conducting such audit the Comptroller and Auditor General performs a statutory function entrusted to him and the cost of this function is a charge of the Central Government.
- (ii) Besides the audit of expenditure from the revenue of the Union and of the States and of certain accounts, as mentioned in rule (i), the Comptroller and Auditor General may be entrusted with the audit of the accounts of "any other authority or body" by or under any law made by Parliament under the

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provisions of Article 149 of the Constitution. The cost of such audit is recoverable from the authority or body whose accounts are audited.

NOTE 1.—The expression, "any other authority or body" does not include private commercial and quasi commercial undertaking (other than Government Companies as defined in Section 617 of the Companies Act 1956) in which Governments in India may be participating.

NOTE 2.—In the case of Government Companies the recovery of the cost of supplementary audit conducted under Section. 619 (3) (b) of the Companies Act 1956 shall be waived in these cases where the audit is done by the Comptroller and Auditor General through his own departmental staff; but shall be enforced in cases where the Comptroller and Auditor General employs professional auditors for the second audit.

(iii) If a State Government requests the Comptroller and Auditor General to arrange for a more detailed or a local audit of expenditure, transactions or accounts which relate to or form part of the accounts of the State, the criterion for deciding the incidence of the expenditure involved in such audit is whether or not the Comptroller and Auditor General agrees to do the work as part of his legitimate statutory functions.

If he does, the cost of the audit should be treated as a charge of the Central Government, since what is involved is an extension of audit for which the Comptroller and Auditor General is statutorily responsible. The fact that such audit is undertaken in a single State is not a decisive consideration in the apportionment of cost as the extent of audit to be conducted in any case is determined by the Comptroller and Auditor General.

(iv) The Comptroller and Auditor General is not responsible ab initio for the audit of any accounts mentioned in Section 13 (b) of the C.&A.G's (DPC) Act 1971 but, when he undertakes the audit of any such accounts he becomes statutorily responsible for the work. In this case also, the cost of audit is a charge of the Central Government.

(v) The Comptroller and Auditor General is not statutorily responsible for the audit of the accounts of local authorities (other than those in relation to the accounts of which specified duties have been entrusted to him by or under any law made by Parliament) whose accounts do not constitute part of the accounts of the Union or of any State and of the accounts of private commercial and quasi-commercial undertakings (other than Government companies as defined in Section 617 of the Companies Act, 1956) in which Governments in India may be participating. Such Audit can be undertaken by the Comptroller and Auditor General only on a "consent" basis and on such terms and conditions as regards recovery of costs, etc., as be settled between him and the Government concerned.

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NOTE.—The recovery of cost of audit of the accounts of local bodies/institutions that are wholly or largely financed from grants-in-aid or loans by Government shall be regulated as follows:—

- (i) Where the Comptroller and Auditor General is the sole auditor for a local body/institution, whether under any law made by Parliament under Article 149 of the Constitution or on consent basis under Section 20 (1) of CAG's (DPCs) Act, 1971 charges will be payable in full unless specifically waived by Government.
- (ii) Where the local body/institution has its own auditors and audit by the Comptroller and Auditor General is conducted in addition with a view to safeguard Government interests and to ensure that the grants or loans by Government have been utilised for the purpose for which they are given, the Comptroller and Auditor General will be acting in discharge of the C&AG's DPC Act 1971, is a charge of the Central Government cost.
- (iii) Expenditure involved in keeping the accounts of a State in so far as the responsibility for keeping such accounts remains with the Comptroller and Auditor General under Section 10 (1), [2nd Proviso to Sec. 10 (1) and 1st Proviso to 10 (1)] of the C&AG's (DPC) Act 1971, is a charge of the Central Government. The cost of keeping such accounts of a State as are covered by the initial and Subsidiary Accounts Rules issued under Section 10 (1), 2nd Proviso to Sec. 10 (1) and 1st Proviso to 10 (1) of the C&AG's DPC Act 1971 is a charge of the State concerned. Similarly, if in any State the Comptroller and Auditor General is relieved of the responsibility for the keeping of the accounts of any particular service or department of a State Government in pursuance of Sec. 10 (1), 2nd Proviso to Sec. 10 (1) and 1st Proviso to 10 (1) of the C&AG's DPC Act 1971, the cost of keeping such accounts will be a liability of the Government of the State.
- (iv) The maintenance of the internal accounts of a Department of a State is part of the ordinary duties of a State Government and is therefore a responsibility of the State concerned. Thus, if the Comptroller and Auditor General is asked to scrutinise or advise on the modification of an existing system of internal accounts kept in a department of a State, such work can be undertaken by him on a 'consent' basis and on specified terms and conditions as in rule (v) above.

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V. Incidence of the cost of Police Functions on Railways including the cost of Protecting Railway Bridges.

1. With effect from 1-4-79, the cost of GRP, (without distinction of 'Crime' and 'Order Police') will be shared between the State Government and Railways on 50: 50 basis, provided that the strength of GRP is determined with the approval of the Railways.
2. For the purpose of calculating Railway's share of cost of GRP the following will be included:—
 - (i) Pay and all types of allowances in respect of GRP staff including office and supervisory staff upto the level of Superintendent of Police.
 - (ii) Office expenses and contingencies.
 - (iii) Cost of Pensionary charges.
 - (iv) Cost of rent of buildings occupied by GRP staff.

In addition to above, charges on account of medical reimbursement and medical allowances payable to staff, may also be considered in internal check for payment. However, charges on account of pay and allowances of medical staff viz. Doctors, Nurses etc. are not to be shared.

3. The following rules regulate the incidence of the cost of protecting Railway Bridges:—
 - (a) Protection of Railway bridges under normal condition is the responsibility of the concerned State Governments and the expenditure incurred thereon will be borne by them.
 - (b) In the event of replacement of Police guard by military or other Armed Forces of the Union:—
 - (i) When the services of the Military or other armed forces of the Union are placed at the disposal of the Railways at the request of the Railway Administration, the expenditure of the guards will fall upon the Railway.
 - (ii) If the substitution is made on general ground of Government Policy and service is taken over by Defence Services or other Public Service Department as part of the regular duties, the charges will be debited to Defence services or the Public department concerned, as the case may be.

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VI. Principles relating to recovery of the cost of (1) Forest Surveys carried out by the Survey of India and (2) Forest maps prepared by that Department.

Principles relating to recovery of the cost of (1) Forest Surveys carried out by the Survey of India and (2) Forest maps prepared by that department are given in Chapter IX of the Survey of India Handbook of Topography.

D. RECEIPTS**VII. Incidence of Leave Salary and Pension Contributions recovered in respect of Government servants lent on Foreign Service.**

1. Contributions towards leave salary and pension recovered on behalf of a Government servant in foreign service are creditable to the Government (Central or State) under which he was permanently employed at the time of his transfer to foreign service.

2. No contributions towards leave salary and pensions shall be recoverable/payable among the departments of the Central Government including Railways, P&T and Defence Department and departments of the Union Territories with or without legislature in respect of Government servants lent to or borrowed by these departments.

(This arrangement takes effect from 1st January 1978).

APPENDIX—4

(Referred to in P.F.R. 2.44(a) and 2.45)

CONTRACT MANAGEMENT

1. (1) All contracts shall be made by an authority empowered to do so by or under the orders of the Governor in terms of Article 299 (1) of the Constitution of India.
- (2) All the contracts and assurances of property made in the exercise of the executive power of the State shall be executed on behalf of the Governor. The words “for and on behalf of the Governor of Punjab” should follow the designation appended below the signature of the officer authorised in this behalf.
2. **General principles for contract.**—The following general principles shall be observed while entering into contracts:—
 - (1) The terms of contract must be precise, definite and without any ambiguities. The terms should not involve an uncertain or indefinite liability, except in the case of a cost plus contract or where there is a price variation clause in the contract.
 - (2) Standard forms of contracts should be adopted, wherever possible, with such modifications as are considered necessary in respect of individual contracts. The modifications should be carried out only after obtaining the financial and legal advice.
 - (3) In cases where standard forms of contracts are not used, legal and financial advice should be taken in drafting the clauses in the contract.
 - (4) (a) An authority empowered to make purchases of value upto two lakh and fifty thousand rupees may do so, by issuing purchase orders containing basic terms and conditions.
(b) In respect of Works Contracts, or Contracts for purchases valued more than two lakh and fifty thousand rupees and upto ten lakh rupees, where tender documents include the General Conditions of Contract, Special Conditions of Contract and scope of work, the letter of acceptance will result in a binding contract.
(c) In respect of contracts for works with estimated value of more than ten lakhs rupees or for purchase above ten lakhs rupees, a contract document should be executed, with all necessary clauses to make it a self-contained contract. If however, these are preceded by Invitation to Tender, accompanied by General Conditions of Contract and Special Conditions of Contract, with full details of scope and specifications, a simple one page contract can be entered into by attaching copies of the General Conditions of Contract and Special Conditions of Contract.

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and details of scope and specifications, Offer of the Tenderer and Letter of Acceptance.

(d) Contract document should be invariably executed in cases of turnkey works or agreements for maintenance of equipment, provision of services etc.

(5) No work of any kind shall be commenced without proper execution of an agreement as given in the foregoing provisions.

(6) Contract document, where necessary, shall be executed within twenty-one days of the issue of letter of acceptance. Non-fulfilment of this condition of executing a contract by the Contractor or Supplier shall constitute sufficient ground for annulment of the award and forfeiture of Earnest Money Deposit.

(7) Cost plus contracts should ordinarily be avoided. Where such contracts become unavoidable, full justification should be recorded before entering into the contract. Where supplies or special work covered by such cost plus contracts have to continue over a long duration, efforts should be made to convert future contracts on a firm price basis after allowing a reasonable period to the suppliers/contractors to stabilize their production/execution methods and processes.

Explanation:—A cost plus contract means a contract in which the price payable for supplies or services under the contract is determined on the basis of actual cost of production of the supplies or services concerned plus profit either at a fixed rate per unit or at a fixed percentage on the actual cost of production.

(8) (a) Price variation clause shall be provided only in long-term contracts, where the delivery period extends beyond eighteen months. In short-term contracts, firm and fixed prices should be provided for. Where a price variation clause is provided, the price agreed upon should specify the base level viz. the month and year to which the price is linked, to enable variations being calculated with reference to the price levels prevailing in that month and year.

(b) A formula for calculation of the price variations that have taken place between the Base level and the Scheduled Delivery Date should be included in this clause. The variations are calculated by using indices published by Governments or Chambers of Commerce periodically. Formula for price variations shall be specified in contract document.

(c) The price variation clause should also specify cut off dates for material and labour, as these inputs taper off well before the scheduled Delivery Dates.

APPENDIX-4

(d) The price variation clause should provide for a ceiling on price variations, particularly where escalations are involved. It may be a percentage per annum or an overall ceiling or both. There shall be a provision in the contract for any reduction in the price in terms of the price variation clause being passed on to him.

(e) The clause should also stipulate a minimum percentage of variation of the contract price above which price variations will be admissible. Where resultant increase is lower than percentage as specified in the contract documents, no price adjustment shall be made in favour of the supplier or contractor (e.g. where resultant increase is lower than two per cent, no price adjustment will be made in favour of the supplier).

(f) Where advance or stage payments are made, there should be a further stipulation that no price variations will be admissible on such portions of the price, after the dates of such payment.

(g) Where deliveries are accepted beyond the scheduled Delivery Date subject to levy of liquidated damages as provided in the Contract, the liquidated damages (if a percentage of the price) will be applicable on the price as varied by the operation of the price variation clause.

(h) No price variation will be admissible beyond the original Scheduled Delivery Date for defaults on the part of the supplier.

(i) Price variation may be allowed beyond the original Scheduled Delivery Date, by specific alteration of that date through an amendment to the contract in cases of Force Majeure or defaults by Government.

(j) Where contracts are for supply of equipment, goods etc, imported (subject to customs duty and foreign exchange fluctuations) and/or locally manufactured (subject to goods and services tax and other duties and taxes), the percentage and element of duties and taxes included in the price shall be specifically stated, along with the selling rate of foreign exchange element taken into account in the calculation of the price of the imported item.

The mode of calculation of variations in duties and taxes and foreign exchange rates and the documents to be produced in support of claims for such variations, should also be stipulated in the Contract.

(k) The clause shall also contain the mode and terms of payment of the price variation admissible.

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(9) Contracts should include provision for payment of all applicable taxes by the contractor or supplier.

(10) 'Lump sum' contracts shall not be entered into except in cases of absolute necessity. Where lump sum contracts become unavoidable, full justification should be recorded. The contracting authority should ensure that conditions in the lump sum contract adequately safeguard and protect the interests of the Government.

(11) Departmental issue of materials should be avoided as far as possible. Where it is decided to supply materials departmentally, a schedule of quantities with the issue rates of such material as are required to execute the contract work, should form an essential part of the contract:

Provided that departmental issue of materials shall not be resorted to in those cases where number of contractors engaged for executing a similar type of work is less than 10 and each contractor has been allotted a substantial amount of work.

(12) (a) In contracts where government property is entrusted to a contractor either for use on payment of hire charges or for doing further work on such property, specific provision for safeguarding government property (including insurance cover) and for recovery of hire charges regularly, shall be included in the contracts.

(b) Provision shall be made in the contract for periodical physical verification of the number and the physical condition of the items at the site of work and outcome of such verification shall be recorded and appropriate penal action taken where necessary.

(13) Copies of all contracts and agreements entered into by the authorities competent to do so, shall invariably be sent to the Accountant General (Audit), Punjab.

(14) (a) The terms of a contract, including the scope and specifications once entered into, shall not be materially varied.

(b) Wherever material variation in any of the terms or conditions in a contract becomes unavoidable, the financial and other effects involved shall be examined and recorded and specific approval of the authority competent to approve the revised financial and other commitments obtained, before varying the conditions.

APPENDIX-4

(c) All such changes should be in the form of an amendment to the contract duly signed by all parties to the contract.

(15) Normally no extensions of the scheduled delivery or completion dates should be granted except where events constituting force majeure, as provided in the contract, have occurred or the terms and conditions include such a provision for other reasons. Extensions as provided in the contract may be allowed through formal amendments to the contract duly signed by parties to the contract. However, an extension of more than six months shall be granted only in consultation with the Contract Management Cell of the Department of Finance.

(16) All contracts shall contain a provision for recovery of liquidated damages for defaults on the part of the contractor. Only in exceptional circumstances to be justified by procuring entity in writing, an exemption from such provision can be made.

(17) A warranty clause should be incorporated in every contract, requiring the supplier to, without charge, repair or rectify defective goods or to replace such goods with similar goods free from defect. Any goods repaired or replaced by the supplier shall be delivered at the buyer's premises without costs to the buyer.

(18) All contracts for supply of goods should reserve the right of Government to reject goods which do not conform to the specifications.

(19) No claim for the payment from contractor shall be entertained after the lapse of three years of arising of the claim.

3. Management of Contracts.—(1) Implementation of the contract should be strictly monitored and notices issued promptly whenever a breach of provisions occurs.

(2) Proper procedure for safe custody and monitoring of Bank Guarantees or other Instruments should be laid down. Monitoring should include a monthly review of all Bank Guarantees or other instruments expiring after three months, alongwith a review of the progress of supply or work. Extensions of Bank Guarantees or other instruments, where warranted, should be sought immediately.

4. Legal Advice.— Wherever disputes arise during implementation of a contract, legal advice should be sought before initiating action to refer the dispute to conciliation and/or arbitration as provided in the contract or to file a suit where the contract does not include an arbitration clause. The

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draft of the plaint for arbitration should be got vetted by obtaining legal and financial advice. Documents to be filed in the matter of resolution of dispute, if any, should be carefully scrutinized before filing to safeguard government interest.

- 5. Contract Management Cell.**— A Contract Management Cell shall be established in the Department of Finance for examination of cases relating to execution and implementation of such contracts as may be specified. This Cell shall render legal and financial advice relating to execution and implementation of contracts.”

APPENDIX – 5

(Referred to in Rule 2.48)

Destruction of Record**General**

The destruction of records (including correspondence) connected with accounts are governed by the following rules and such other subsidiary rules consistent therewith, as may be prescribed by Government with the concurrence of the Accountant-General:

—

(a) The following record should on no account be destroyed:—

Records connected with expenditure which is within the period of limitation fixed by law.

Records connected with expenditure on projects, schemes, or works not completed, although beyond the period of limitation.

Records connected with claims to service and personal matters affecting persons in the service.

Orders and sanctions of a permanent character until revised.

(b) The following should be preserved for not less than the periods specified against them:—

Description	Period of preservation expressed in complete years
(i) Register of contingent expenditure	5
(ii) Sub-vouchers relating to contingent charges:— (a) not exceeding Rs. 500.00 (b) exceeding Rs. 500.00	1 Provided that where local 3 check is exercised by departmental authorities or by A. G.'s office sub-vouchers should not be destroyed until audit until audit for the relevant period has been conducted and objections settled.
(iii) Detailed budget estimates of an Office.	5
(iv) Travelling Allowance Bills and acquaintance rolls relating thereto	5

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(v) Service book of Government employee	5 years from the date of resignation.
(b) Service book of Government employee who has been retrenched / removed / dismissed.	(i) 5 years if no case is pending in any court. (ii) 3 years after final judgement under the normal course of law, that is the last judgement or judgement of the highest court as established by law where the court has upheld by the Government's decision to retrench / remove / dismiss the Government employee concerned.
(c) Service book of Government employee who retires from service / dies while in service.	25 years from the date of retirement / death.
Note: – before the actual destruction it should be ensured that pension / provident fund cases of the persons to whom the Service Books relate, have been finalised.	
(vi) Leave accounts of <i>'Group 'C' or Group 'D'</i> Government employees.	10 years after death or 5 years after retirement.
(vii) Statement of monthly progressive expenditure and correspondence relating to discrepancies in figures.	2
(viii) Pay bills and acquittance rolls, where these are maintained separately, of Government employees for whom no service books or service rolls are maintained.	35
(ix) Pay bills of other classes of Government employees and acquittance rolls for pay and allowance (other than traveling allowance).	6
(x) Muster Rolls.	Such period as may be prescribed in this behalf under the departmental regulations subject to the minimum of 3 years excluding the year of payment.
(xi) Cash books maintained by Drawing and Disbursing Officer.	10

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(xii) Nominations relating to family pension and D.C.R. gratuity received under Liberalized Pension Rules. If the gratuity and/or family pension are paid:-	
(a) to minors.	30
(b) to other than minors not in accordance with the order in which nominations have been made.	30
(c) To other than minors in accordance with the order in which nomination has been made.	6 years after the payment of death- cum retirement gratuity or the last instalment of family pension has been paid.
(xiii) Provident Fund Nominations.	Same as in the case of (xii) above.
(xiv) Paid cheques returned by the Bank to the Audit/Accounts office.	5
(xv) Cases in which invalid pension have been sanctioned.	25 or three years after the death of pensioner.
(xvi) Other pension cases.	5 years after retirement.

Note 1.—The periods of preservation of accounts records in Public Works Office are prescribed separately by Government.

Note 2.—Before any pay bills are destroyed, the periods of temporary and officiating service Recorded in the service books or service rolls (as the case may be) of the Government employee concerned should be verified by the head of the office from the pay bills and the fact of such verification should be recorded under proper attestation in the service books or service rolls (as the case may be). In regard to temporary and officiating service, the head of the office should also invariably give necessary particulars with reference to rules 3.19 and 3.20 of the Punjab Civil Services Rules, Volume II, with the view to enable the Audit Office to decide later on by reference merely to such particulars either the temporary or officiating service will qualify for pension or not. For example, in the case of officiating service, the nature of the vacancy in which the Government employee officiated and in the case of temporary service whether the temporary post was subsequently made permanent should be stated.

(c) Where a minimum period after which any record may be destroyed has been prescribed, the Head of a Department, the Divisional or District Officer may order in writing the destruction of such record in their own and subordinate offices on the expiry of that period counting from the last day of the latest official year covered by the record.

(d) In regard to land presented to Government in the form of rent-free leases for specific purposes, the departmental file regarding negotiations with the owners of land

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for such leases should not, in the interest of lessor and lessee be destroyed until the land is returned by the department concerned to the owners or their successors.

(e) Heads of Departments are competent to sanction the destruction of such other records in their own and subordinate offices as may be considered useless but a list of such records as properly appertain to the accounts audited by the Accountant-General should be forwarded to him for his concurrence in their destruction before the destruction is ordered by the Head of Department.

(f) Full details should be maintained permanently, in each office, of all records destroyed from time to time.

APPENDIX-5A

[Referred to P.F.R. 5.3(b)(ii)]

Form of Bond of Indemnity**Form of Bond of indemnity for drawing arrears of pay and allowances for pensions of deceased Government Employees or Pensioners.**

KNOW ALL MEN BY THESE PRESENTS that I _____ (a) _____ widow/husband/son/daughter of Shri/Shrimati _____ (b) _____ residing at _____ (c) _____ (hereinafter called "the Obligor") which expression shall unless excluded by or repugnant to the context include his/her heirs, executors, Administrators and legal representatives and I/we (1) _____ (d) _____ son of _____ resident of _____ and (2) _____ son of _____ resident of _____, surety/sureties on behalf of the Obligor (hereinafter called "the surety"/ "the Sureties" which expression shall unless excluded by or repugnant to the context include his/their heirs, executors, Administrator and legal representatives) bind ourselves jointly and severally to pay to the Governor of Punjab (hereinafter called "the Government" which expression shall unless excluded by or repugnant to the context include his successors and assigns) on demand and without a demur a sum of rupees _____ (f) _____ (Rupees _____) for which payment well and truly to be made we bind ourselves firmly by these presents.

Dated this _____ day of _____ 20 _____

WHEREAS the aforesaid Shri/Shrimati _____ (b) _____ was at the time of his/her death in the employment of/Receiving a pensions of rupees _____ from the Government.

AND WHEREAS the said Shri/Shrimati _____ (b) _____ died on the _____ day of _____ 20 _____ and there was due to him/her the sum of Rs. _____ (f) _____ (Rupees _____) for pay and allowances in respect of his/her said employment/in respect of his/her said pension.

AND WHEREAS the above bounden Obligor (a) claims to be entitled to the said sum as heir of her/his husband/wife/father, the said Shri/Shrimati _____ (b) _____, but has not obtained letters of administration of or a succession Certificate to the Property and effects of Shri/Shrimati _____.

AND WHEREAS THE Obligor has satisfied the Government that she/he is entitled to the aforesaid sum and that it would cause undue delay and hardship if she/he were required to produce letters of administration of or a succession Certificate to the _____ property and _____ effects of _____ the said Shri/Shrimati _____.

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AND WHEREAS the Government desires to pay the said sum to the Obligor but under Government rules and orders it is necessary that she/he should first execute a bond with one surety/ two sureties to indemnify against all claims to the amount so due to the said Shri/Shrimati _____.

(b) Before the said sum can be paid to the obligor, NOW THE CONDITION of this bond is such that if after payment has been made to the obligor, the obligor or the Surety/Sureties shall in event of a claim being made by any other person against the Government with respect to the aforesaid sum of rupees _____ (f) _____ (Rupees _____) refund to the Government, the sum of rupees _____ (f) _____ (Rupees _____) and shall otherwise indemnify and save Government harmless from all liability in respect of the aforesaid sum and all cost incurred in consequence of any claim there to THEN the above written bond or obligation shall be void but otherwise the said bond shall remain in full force effect and virtue.

IN WITNESS WHEREOF the parties hereto have set their respective hands the day and the years first above written.

_____. Signed by the above named
Surety/ Sureties In the presence of _____ Signed by the above
named Obligor in the presence of _____

(1) _____ Witness (1) _____

(2) _____ (2) _____

Accepted for and on behalf of the Governor of Punjab by in the presence of

Note.- (1)

- (a) Full names of the claimant
- (b) Name of the deceased Government Servant/Pensioner.
- (c) Full address and place of residence of the claimant.
- (d) First Surety.
- (e) Second Surety.
- (f) Amount of the Claim.

Signature of the Obligor.

Signature of the First Surety.

Signature of the Second Surety.

APPENDIX-5A

Name and designation of the Officer directed or authorised in pursuance of Article 299 (1) of the Constitution, to accept the bond for and on behalf of the Governor.

Name and designation of witness.

Note.-The obligor as well as the Sureties should have attained majority so that the bond may have legal effect or force.

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[Referred to in P.F.R. 5.5(d)]

**Form of Bond Indemnity for Drawing Pay,
Pensions, Annuities etc.**

This Indenture made the _____ day of two thousand _____
between

(1)

(2)

(3)

Carrying on business in partnership under the style or firm of
or _____ in-corporated under the _____ Companies Act
and having their registered office at _____ (hereinafter referred to as the
firm/ Company which expression shall where the context admits be deemed to include
their executors and administrators or representatives and their successors in business
under the name or any other style or name) of the one part and THE GOVERNOR OF
THE PUNJAB (hereinafter referred to as the Governor) of the other part.

WHEREAS the firm/ company have been in the habit of receiving on account
of their customers pay, pension, annuities, allowances or other payments from funds
administered by or on behalf of the Governor including pensions payable on behalf of
other Governments from the various official whose duty it is disburse such
payments/Accountant General, Punjab upon the production at the time of such payment
of a certificate to the effect that the person or whose behalf such payment was claimed
was then alive and, in the case of a pensioner, also of a certificate of non- employment
according to prescribed Rules.

AND WHEREAS in order to save time and expense in obtaining payment of
such sums the Governor has agreed to allow such payments to be from time to time
made as they fall due without requiring the production of the said certificate save a
certificate of non-employment according to prescribed rules signed by a representative
of the firm/company upon being indemnified by the firm/company against any loss by
reason of such payments aforesaid on account of any officer who may at the date of
such payment be deceased and upon the firm/company entering into such an agreement
as is hereinafter contained which the firm/company has agreed to do .

NOW THIS INDENTURE WITNESSETH that in pursuance of the said
agreement and in consideration of the premises the firm/company for themselves and
their successors hereby covenant with the Governor and his successors that so long as
the Governor shall allow such payments as aforesaid to be made without requiring the
production of the certificates hereinbefore referred to subject nevertheless as hereinafter
provided the firm/company will within seven days from the time when

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they shall have received notice of the death of any customer for the receipt of or on whose behalf the firm/company may have received any such payments as aforesaid communicate the date of such death to the official for the time being responsible for the payments to such deceased person and further that the firm/company will immediately after the expiration of the said period of seven days repay and refund to the Governor so much of any money which may have been received from disbursing official as aforesaid on behalf of such deceased customer as aforesaid as shall be in excess of the amount of the pay, pension, annuity, allowance or other payments as the case may be which deceased customer was entitled up to the date of his decease.

And also that if and whenever any change in the constitution of the firm shall happen whether by death or retirement of any member thereof or the introduction or occasion of a new member or members thereof or otherwise howsoever the firm will on every such occasion within 7 days after the change shall have occurred give notice in writing to the Governor of the same having happened with full particulars thereof including the full name or names of any new member or members so introduced as aforesaid and in every case where any such introduction has taken place will as soon as may be hereafter on being so required by the Governor procure new member or members introduced to enter into a fresh bond in the same form as these presents either alone or jointly with all the original or remaining members of the firm.

Provided ALWAYS AND IT IS HEREBY AGREED and declared that the arrangement hereby made shall not be determined except by express notice in that behalf given as next hereinafter provided. PROVIDED ALWAYS IT IS HEREBY FURTHER AGREED AND DECLARED that either the firm/ Company or the Governor shall be entitled to determine the arrangement hereby made on giving to the other 14 days notice in writing in that behalf and on the expiration of such 14 days this arrangements shall determine and the liability of the firm/Company under the covenant herein contained shall cease in respect of any such payments as aforesaid made after that date but nothing herein contained shall be deemed to exonerate or release the firm/Company from their liability company under the covenant herein continued in respect of any such payments as aforesaid made prior to that date. PROVIDED ALWAYS and it is hereby further agreed and declared that in the case of pension the firm/Company will according to prescribed rules once in every year furnish to the Governor or the official or officials responsible for the payment of the such pension / Accountant General, Punjab a certificate by one of the persons Prescribed by the said rules of the life of each pensioner whose pension is paid to the firm and a certificate of non-employment signed by the pensioner himself, AND ANOTHER that nothing herein contained shall be deemed to preclude the Governor or any of the said official whose Duty it is to make such payments as aforesaid/ the Accountant General, Punjab from requiring the production of certificates in proof

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of the life of any particular person or persons entitled to receive such payments as aforesaid if the Governor or such officials /the Accountant-General shall deem it necessary nor shall the firm's/ Company's arrangement made by these presents be deemed to be thereby terminated.

In witness where of the said parties have hereunto set their respective hands and seals the day and year first above written.

An incorporated firm executing the bond may delete "the words in italics"

APPENDIX -7
(Referred to in rule 5.9)

**Extract from sub-section (1) of Section 60 of the Code of Civil Procedure, 1908,
as amended by the Code of Civil Procedure (Amendment) Act, 1976 brought into
force from 1st February, 1977.**

“60 (1) the following property is liable to attachment.....In
execution of decree:

Provided that the following particulars shall not be liable to such attachment
.....namely: -

(i) salary to the extent of the first one thousand rupees and two-third of the
remainder in execution of any decree other than a decree for maintenance :

Provided that where any part of such portion of the salary as is liable to attachment
has been under attachment, whether continuously or intermittently for a total period of
twenty four months, such portion shall be exempt from attachment until the expiry of a
further period of twelve months, and, where such attachment has been made in execution
of one and the same decree, shall, after the attachment has continued for a total period
of twenty four months, be finally exempt from attachment in execution of that decree :

(i-a) one-third of the salary in execution of any decree for maintenance:

(1) Any allowance forming part of the emoluments of any servant of the
Government which the appropriate Government may by
notification in the official Gazette declare to be exempt from attachment and any
subsistence grant or allowance made to any such servant
while under suspension :

Explanation 2.—In clause (i) and (i-a) ‘salary’ means the total monthly emoluments excluding any
allowance declared exempt from attachment under the provisions of clause (e) derived by a person
from his employment whether on duty or on leave.

Explanation 3.—In clause (I) “appropriate Government” means.—

(i) as respects any person in the service of the Central Government _____ the Central
Government.

(ii) as respects any other servant of the Government or a servant of any other local authority, the
State government.

Explanation 4.—For the purposes of this proviso “Wages” includes bonus and “labourer” includes a
skilled, unskilled or semi-skilled labourers.

Note 2. —The following declarations have been issued by the Central Government and adopted by the State
Government, under clause (e) of the proviso to sub-section (1) of Section 60 of the Code of Civil
Procedure :-

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(1) The following allowances payable to any public officer in the service of the government, or any servant of a Railway, or of a Cantonment Authority or a Port Authority of a major port, shall be exempted from attachment by order of a court :-

- (i) all kinds of travelling allowances.
- (ii) all kinds of conveyance allowances.
- (iii) all allowances granted for meeting the cost of -
 - (a) uniforms, and
 - (b) rations,
- (iv) allowances granted as compensation for higher cost of living in localities considered by the Government to be expensive localities, including hill Stations.
- (v) all house-rent allowances.
- (vi) dearness allowance or any other allowance granted to provide relief against the increased cost of living.
- (vii) a foreign allowance or frais-de representation in the case of Diplomatic Missions, assigned to officers serving in posts abroad.
- (viii) Children's Education Allowance (whether described as such or as children education assistance or any other manner).
- (ix) All amounts paid by way of reimbursement of medical expenses.

Note 3.—Dearness pay, which is really a part of the dearness allowance and is treated as pay for Certain specific purpose only, is also exempt from attachment by order of a Court.

Appendix-8

(Referred to in Rule 8.3 and Rule 15.2 of P.F.R. Vol-1)

The procurement of goods and services by all the departments shall be made as per provisions under "The Punjab Transparency in Public Procurement Rules, 2022" issued vide notification No. G.S.R.02/P.A.12/2019/S.60/2022 dated 06.01.2022 framed under the "The Punjab Transparency in Public Procurement Act, 2019 (Punjab Act No. 12 of 2019).

APPENDIX 9

(Referred to in Note 3 to P.F.R. 8.3)

Miscellaneous Guidelines relating to Contingent Charges.

(This Appendix contains the financial and administrative instructions in respect of certain special items of contingent expenditure. These instructions are supplementary to the orders contained in other connected rules in this Handbook. Any amendments in these instructions affecting accounts classification will require the concurrence of the Comptroller and Auditor-General).

1. Camp furniture.—The following articles of Camp furniture may be purchased at public expense for furnishing tents supplied by Government for use on tours provided budget provision exists and the cost is reasonable:-

- (1) Palang and newar for it.
- (2) Bellows.
- (3) Looking glasses.
- (4) Lamps.
- (5) Table cloths.
- (6) Charpais.
- (7) Commodes.
- (8) Lanterns.
- (9) Camp tables.
- (10) Camp Chairs.
- (11) Bath tubs.
- (12) Travelling box.
- (13) Camp Beds.
- (14) Boxes for crockery sets.
- (15) Camp boxes.
- (16) Kachawas.
- (17) Steel trunk for office records.
- (18) Durries.
- (19) Time-pieces.
- (20) Chicks.
- (21) Stoves.

2. Classification of certain charges—**(a) Diet and travelling expenses of witnesses.**

Diet and travelling expenses (1) of witnesses called for attending identification parades during police investigation, (2) of witnesses who go to another district or to the jurisdiction of another police station for the purpose of recovery of stolen property or the identification of accused persons and have to undertake long journeys either by rail or by road, and (3) of witnesses who accompany a dead body to identify it before a

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medical officer, when disbursed by Police Officers to the actual payees should be debited to Police grant and when disbursed by magistrates, to "0214 -Administration of justice". Feeding charges of cattle in connection with Police cases should also be similarly classified.

(b) Distribution charges.

(i) Charges incurred on packing, postage, etc. by Superintendent, Government Printing and Stationery, Mumbai, in the distribution of the publications and miscellaneous stores received by him from the Director-General, India stores Department, London, and passed on to Punjab should be debited to the contingencies of the Officers or Departments concerned.

(ii) Incidental charges incurred by the Superintendent, Government Printing and Stationery, Mumbai, in the distribution of the publications of the Government of United States of America received through the Smithsonian Institute will be met out of the contingencies of the Offices or Departments concerned.

(c) Recoveries for private telephone trunk calls.

Recoveries for private telephone trunk calls should be credited under the service head to which the office contingent bill is charged by deduction of expenditure.

(d) Repair charges of typewriters.

Repair charges should be debited to "Contract Contingencies" of the office concerned as no detail of such charges is necessary in audit and the amount is admitted on the certificate of the drawing officers. If, however, no contract grant has been fixed for any office such charges should be booked under "Other Contingencies".

(e) Hiring of typewriters.

Charges for the hiring of typewriters should be classified under "Other contingencies" as such charges are audited against sanctions of the Department of Finance if and when the period of hiring exceeds two months.

3. Commission to Banks.—

Commission to Banks for the remittance of funds is ordinarily inadmissible. In very special cases, as for instance, on Famine Relief Works, such charges may be allowed only under special orders of competent authority which, before sanctioning such charges, will satisfy itself by reference to the Currency Officer that no more economical arrangements can be made, and that the particular method proposed is otherwise free objection.

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4. Compensation to owners of animals destroyed under the Glanders and Farry Act. —

Compensation on the following scale may be allowed in the case of animals destroyed on account of glanders or as decided by the Government from time to time :—

(1) When clinical symptoms are shown, $1/4^{\text{th}}$ of the value subject to a maximum of Rs.1800.00 for each horse or mule and of Rs.400.00 for each donkey.

(2) When clinical symptoms are not shown but when there is reaction to the mallein test, $1/2$ of the value, subject to a maximum of Rs.1000.00 for each horse or mule; and Rs.200.00 per each donkey. The value of the animals should be regarded as the price which would have been paid for it immediately after it was certified to be diseased. The veterinary practitioner ordering destruction should award compensation in accordance with the above scale and his orders should be considered final.

(3) In non-clinical cases of glanders and in all lymphangitis epizoatica cases compensation for destruction will be half of the value subject to a maximum of Rs.2700.00 for horses and mules and Rs.700.00 for a donkey.

5. Construction and Repairs —See Chapter XVI of P.F.R. Vol. I.

6. Conveyance hire to Group "C" or Group 'D' Government employees.—See note below Rule 2.50 of the Punjab Civil Services Rules, Volume III-T.A. Rules.

7. Supply of copies of judgements to Heads of Departments.—Copies of judgements or orders convicting, acquitting or discharging Government employees of criminal offences as well as English translations of vernacular judgements in such cases should be supplied to Heads of the Departments free of charge.

8. Counsel fees in cases affecting official character of public employees.—See paragraphs 12.1, 19.5, 19.7 of the Punjab Law Department Manual.

9. Carriage of Dak. (1) It is irregular to send dak regularly through an agency other than the post office. There is, however, no objection to (i) sending of individual urgent communications from one place to another by special messenger, and (ii) sending letters by from one peons office to another in the same station.

(2) When office dak is sent through a peon or messenger instead of by post, all charges on account of this should be charged to the contract contingent grant of the office concerned.

(3) Where office dak is carried by a special messenger, transmission of summons and letters addressed to various persons for delivery in bag containing office files is inadmissible.

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10. Decoration of Government Building, etc.—Expenditure incurred from State revenues on the decoration of Government buildings, etc., on ceremonial occasions and the like, as for instance, on the visit of a distinguished personage, may be charged to the contingent grant of the officer incurring it.

11. Destruction of rats.—The expenditure connected with the destruction of rats is an appropriate charge against the funds of local bodies concerned.

12. Destruction of wild animals.—(a) The following scale of rewards is sanctioned for the destruction of wild beasts or as decided by the Government from time to time :—

Rs.

Tigers, male or female	..	300.00
Leopards, full grown, whether male or female	..	160.00
Cubs of above	..	60.00
Wolves, full grown, whether male or female	..	100.00
Cubs of wolves of all ages	..	30.00

In any case in which any one person or any one band of persons such as a particular party of family of Sansis, etc. Prove particularly active in destroying the wild beasts above-mentioned a reward of Rs.1000.00 may be granted as an encouragement. The reason and nature of this special reward should be fully explained and made known in all districts. It must be clearly understood that only one special grant of Rs.1000.00 will be sanctioned in each division annually.

(b) Rewards for the destruction of wild beasts should only be disbursed at the Headquarters of each district upon production of the skins and heads or skulls before the Deputy Commissioner himself, or some responsible Government employee appointed by the Deputy Commissioner in that behalf. The skins as well as the heads of the animals must be destroyed in the presence of the inspecting Government employee who should certify to this effect, previous to the reward being given. Bills in which such charges are drawn must be supported by the certificates above referred to.

(c) Rewards for the destruction of snakes should be paid from District or Municipal funds according as the snake is killed within or without Municipal limits.

13. Electrical Installations.—See sanitary, water supply and electrical installations.

14. Freight and Demurrage charges.—The sanction of competent authority for the purchase of any article carries with it sanction for incurring the necessary freight

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charges also, provided that the cost of the article including freight is within the sanctioning power of the authority that sanctions the purchase.

Charges for Demurrage should not be ordinarily arise. If in any case the head of department is satisfied that the amount payable is unavoidable, he may sanction payment up to Rs. 10000.00 in each case.

15. Fixtures and furnitures.—Every new building constructed by the Department of Public Works is (if estimated for) provided by that department with fixture, including, when necessary, record racks, shelves, fans or punkhas, etc., but the repairs of these fixtures, except in the general repair of the building, are not chargeable to the public works grant. Consequently such special repairs, together with the purchase and repair of furniture not comprehended in the preceding fixtures, should be paid for by the department concerned, and be charged in the contingent bill. The repair of furniture where supplied by the Department of Public Works for new office buildings under the orders of the competent authority will be similarly charged. See also paragraphs 3.4 and 3.5 of the Punjab Public works Department Code.

16. Free Distribution of Quinine.—Commissioners of Divisions may sanction the purchase of quinine for free distribution to all settlement establishments employed from time to time.

17. Hot and Cold Weather Charges.—Hot weather establishment and fitting are a Government charge, subject to the provisions of Rules 8.3 and 8.4 on the conditions that the rates paid to the establishment do not exceed the rate sanctioned by the competent authority.

18. Use of Khas Tatties.—The use of Khas tatties is ordinarily not allowed in Government offices where electric fan are supplied. But this restriction does not apply to the use of thermantidotes in them.

Note.—Railway fare to Punkha Coolies on tour may be admitted as part of hot and cold weather charges.

19. Jail Supplies and Police Clothing.—Charges for supplies to Jails and Police Clothing charges are regulated by the rules for contingent expenditure, but should not be mixed up in the same bills with the ordinary office and other contingencies of these departments.

20. Locks.—(a) As a general rule, locally manufactured locks shall be used. Orders for the supply of such locks should be placed direct with the contractors appointed by the State Stores Purchase Department from time to time. The Stores Purchase Officer, Punjab, supplies regularly a copy of the rate contract for locks of Indian manufacture.

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(b) In exceptional cases where it is found necessary to purchase an imported lock through the Indian Store Department, London, the reason why an imported lock is considered necessary should be stated in the Indent. The indent in such cases should be sent through the State Stores Purchase Department.

21. (1) Motor Cars.—Charges for the maintenance and upkeep of a car supplied to a Government employee, other than the Governor, at the public expense, will be borne by the Government and by the Government employee respectively, in the manner indicated below, the general principle being that the government employees using the car shall bear those of its running expenses which are largely dependent as regards amount on carefulness of management and which affect the continued efficiency of the cars :-

(i) The government employee using the car shall pay the cost of petrol, tyre, renewals, minor repairs and renewals, lubricants and illuminants, as well as all occasional storage charges, insurance charges, if any, and all petty charges incurred otherwise than at the periodical over-hauling and annual varnishing of the car :

Note:—Minor repairs and renewals are those which cost less than Rs.1000.00 or are not connected with the prescribed periodical overhauling : Provided that if a new component costing more than Rs.300.00 is used in connection with a minor repair or renewal, the Government employee shall be entitled to charge to Government its actual cost, but not any workshop charges on account of the examination of defective car and the setting up of the new part.

(ii) All other charges shall be paid by Government including wages of chauffeur and cleaner, the cost of uniform of the chauffeur and all charges incurred in connection with the annual varnishing and the periodical overhaul.

21. (2)As government conducts its own insurance, motor cars and lorries which are the property of Government should not be insured with private companies. These orders do not, however, apply to the motor cars provided for the Governor.

22. Pauper Suits.—Commission at the rate of two percent paid to Nazirs on stamp Revenue realized in pauper suits, and all other charges incurred by Government in connection with pauper suits should be drawn on a separate bill and treated as Class C- Audited Contingencies.

23. Pay, etc. of substitutes appointed in place of policemen deputed to fairs.—See Police Rules.

24. Photographs of retiring Government employees and framing thereof.—The expenditure of public money on photographs and framing thereof of retiring Government employees should be closely restricted. The principle for such expenditure should be that where such a collection has been maintained over a number

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of years which makes it of interest it may be continued but the practice may not be extended to other offices, where it does not exist.

The practice of having a gallery of photographs of retired Government employees exists in the following offices: -

- (1) Chief Engineer, Buildings and Roads Branch
- (2) Chief Engineer, Irrigation Branch.
- (3) High Court, Punjab.
- (4) Financial Commissioners, Punjab.
- (5) Director, Health and Family Welfare.
- (6) Inspector-General of Prisons.
- (7) Director of Public Instruction.
- (8) Civil Secretariat, Punjab.
- (9) Secretary to the Governor.

The presentation of copies of photographs to retiring Government employees at public expense is ordinarily inadmissible.

25. Police Clothing.—See Jail Supplies and Police Clothing.

26. Police Railway Warrants.—See Public Police Rules.

27. Warrants and Credit Note System.—(a) It has been decided by the Government of India (Railway Board) to adopt the procedure of levying the charge of Rs.320.00 per hundred warrants on a proportionate basis on the actual number of warrants and credit notes issued in a month for a particular railway, fractions of an Fifty Paise and above in the total of each month should be rounded off to the nearest one rupee.

(b) The following are the departments of the Punjab Government in which use of warrants and credit notes is permitted, and the Heads of Departments to whom bills for commission charges relating to the various departments should be sent :-

1. 2406- Forestry and Wild Life	Principal Chief Conservator of Forests, Punjab
2. Departments of Public Works:	
(i) Irrigation ..	Chief Engineer, Irrigation Branch
(ii) Buildings and Roads..	Chief Engineer, BuildingsRoads Branch

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3. 2052- Secretariat –General Services:	
(i) Staff and Household of Secretary to the Governor	Governor
(ii) Civil Secretariat	Chief Secretary to Government, Punjab
(iii) Financial Commissioners	Financial commissioners, Punjab.
4. 2056- Jails	Inspector-General of Prisons, Punjab
5. 2055- Police	Inspector-General of Police, Punjab
6. 2401-Crop. Husbandry	Director of Agriculture, Punjab

28. (1) Post-mortem examination charges.— The rates noted below are sanctioned for certain members of establishments of Police hospitals and other hospitals for assisting post-mortem examination or as decided by the Government from time to time :-

Dispensers	.. Rs.10.00 for each case.
Bhisti	..Rs.5.00 for each case.
Sweeper	.. Rs.5.00 for each case.

The above allowance should be debited to "Other Allowances and Honoraria" under the major head "2210 Medical and Public Health".

(2) In cases in which the Medical Officers of a Railway are called to perform post-mortem examination of bodies found in or removed from the railway premises or trains, the Railway may claim fees for them from the Civil Department on the scale Indicated below and pay to the officers concerned :-

	Rs.
Medical Officers with European qualifications	320.00 for each
Medical Officers with Indian qualifications	80.00 for each

An allowance of Rs.40.00 may be paid to the Military Hospital Assistant of Jalandhar, for each occasion on which he be required to assist the Staff Surgeon in his capacity as Civil surgeon in performing post-mortem examinations.

(3) Expenditure in connection with the medico-legal work by Medical Officers in charge of District Board rural dispensaries on behalf of Government should be debited in the head "2210 Medical and Public Health".

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29. Postal Charges—(a) Payments for postal commission on money orders and value-payable parcels can be passed as ordinary contingent charges, unless, in any case, the Accountant-General considers it necessary to require the sanction of the Government.

(b) No charges shall be entered in any contingent bill for any postage stamps, other than service postage stamps, except in the case of postage stamps required for letters or other articles to be sent to foreign countries other than British possessions. Receipts from the Treasury Officer will not be necessary for the service postage stamps supplied under the procedure laid down in Rules 8.18. A proper receipt in machine-numbered Form P.T.R.-16 should, however, always be obtained from the Treasury for the service postage stamps which are purchased.

Note.—Communications from Government employees regarding their leave, pay, transfer, leave salary, income-tax, fund subscription and other analogous matters are private and not official and may not, therefore, be sent at the public expense.

(c) Whenever the cost of an establishment is divided between two heads, the charges for service postage stamps shall be divided in the same proportion.

II—Telegram Charges – Omitted

III. Commission on value payable parcels or money orders:—(a) The sanction of a competent authority for the purchase of an article carries with it the sanction for incurring necessary charges for postal commission on value payable parcels when the article has necessarily to be brought by value payable parcel, provided that the cost of the article including the postal commission is within the sanctioning power of the authorities that sanction the purchase.

(b) The charges for remittance of money by postal money order in payment of Government dues, should ordinarily be borne by the payee and not by Government. Cases in which, and the conditions under which, the cost of such remittances may be borne by Government are specified below:—

Note.—The remittance of revenues collected at outlying stations to the treasury may, if necessary, be made at Government expense.

(i) Remittance of pay allowances, etc.

(c) Pay, travelling and other allowances and contingent charges of subordinate Government employees employed in outlying stations may be permitted by money order at Government expense, when the stations are at a distance of more than 8 k.m. from the nearest treasury or from the remitting office at which such charges are drawn, provided that the money order commission should not amount to more than the travelling allowance payable, if a messenger was sent to encash the bill, cash order or Government draft, as the case may be.

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Note.—In special circumstances, e.g., when a suitable messenger is not available or the journey is risky, etc. the head of a department may permit such remittance even though the money order commission exceeds the travelling allowance that might be payable had a messenger been employed.

(ii) Remittances of Scholarships

(d) The remittance at Government expense of scholarships will require the sanction of the Local Administration concerned.

(iii) Remittance of moneys, due to contractors, suppliers etc.

(e) Charges for remittance by postal money order of moneys due to contractors of suppliers, etc., should not ordinarily arise. When, however, the remittance by money order is unavoidable and is considered necessary in the interest of the public service.

30. Printing and Binding.— Detailed rules on the subject are contained in the Punjab Printing and Stationery Manual.

31. Publications—1-Official-(a) Purchase of Publications in the United Kingdom.—

The following arrangement has been introduced for the purchase of books, etc., published in Europe :—

(1) Disbursing Officers are authorised to indent direct on the High Commissioner for India for any books, etc., published in Europe which they require. The High Commissioner will be able to purchase at publisher's (whole-sale) prices plus a commission at the rate of 7 ½ per cent. Publications, orders for which are received by one mail, will be dispatched by the High Commissioner by the following mail.

(2) The system is voluntary and disbursing officers may purchase publications directly, either in England or in India. It may, however, be pointed out that on no other system will it be possible to purchase books at rates as favourable as those offered in sub-clause (1) above. In the case of many books the saving will amount to about 20 % on the retail prices charged by a bookseller in England, and a much larger saving will be effected on the prices generally current in India.

Further, if the system in sub-clause (1) above is extensively followed, it may be possible for the High Commissioner to obtain even more favourable rates.

(3) In submitting indents to the High Commissioner, disbursing officers should use the prescribing form. The form should be sent in duplicate and the head of account to which the cost will ultimately be debited should be clearly stated in

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the appropriate place. The cost of purchase made, including packing and postage or freight, will be reported quarterly by the High Commissioner to the Accountant-General, Punjab, who will debit the contingent grants of the Indenting Officers with the value of their purchases.

(4) This system does not apply to official publications of the Government of U.K. and such publications if ordered through the High Commissioner, should not be entered on the form prescribed for this scheme.

(b) Supply of copies of priced official publications of the Central Government to State Government.—The Central Governments of have prescribed the following procedure in the case of all their priced publications :-

(1) Except in the case of reports, etc., circulated to the State Government for opinion by Administrative Departments of the Central Government publications of the Central Government will be issued to the State Government on payment only.

(2) Subject to the exception referred to above, no Department of the Central Government is authorised to send publication to the State Government except on requisition through the Central Publication Branch.

(3) Publications will be issued to the State Government at a discount of 25 percent below the usual sale price.

(4) A debit will be raised against the State Government at the time of issue and will be finally adjusted by book debit at the end of the financial year.

(5) Publications required by the State Government as agent for the administration of Central Subjects will be indented for through the Administrative Department of the Central Government which will forward the requisition to the Central Publication Branch for compliance. Such issues will not be debited against the State Government.

(6) Subject to the exception referred to in the preceding clauses, all requisitions for Central Government publications shall be made to the Central Publication Branch, subject to such restrictions as may be imposed by the State Government.

(7) Central Government publications indented for by the State Government may, if unused and in good condition, be returned to the Central Publication Branch which will give credit for their value.

(c) Requisitions for Central Government publications.—The requisitions referred to in sub clause(6) of clause (b) above should be addressed to the Manager, Government

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of India, Central Publication Branch, 8, Hastings Street, Kolkata, but in order to enable Government to determine whether any restriction in the number of recurring publications is necessary, new requisitions for the supply of such publications which it is considered desirable to continue are required to be forwarded by Government employees through the government with a view to communicating instructions restricting issues to the Central Publication Branch.

(d) Government employees authorised to purchase publications on a commission basis.—The Government employees named below are authorised to purchase non-recurring publications of the Central Government for official use on a commission of 25 per cent where allowed.

Payment for all such publications will be made by book adjustment by debit to the head "2075-Miscellaneous General Services-800-Other expenditure-7-Books and Periodicals" ;—

Chief Secretary.

Chief Engineer, P.W.D., Buildings and Roads Branch.

Chief Engineer, P.W.D. Irrigation Branch.

Registrar, High Court.

Secretary to the Financial Commissioners.

Director of Land Records, Inspector-General of Registration and Registrar-General of

Births, Deaths and Marriages;

Director of Agriculture.

Director of Public Instruction.

Inspector-General of Police.

Inspector-General of Prisons.

Director, Health and family Welfare.

Legal Remembrancer.

Chief Conservator of Forests.

Curator, Central Museum.

Controller of Printing and Stationery.

Registrar, Co-operative Societies.

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Director of Industries.

Secretary to the Governor.

Secretary, Punjab Vidhan Sabha.

All Commissioners.

All Deputy Commissioners.

All District and Sessions Judges.

Welfare Officer.

Director, Public Relations.

President, Sikh Gurdwara Tribunal.

(e) Supply of priced official publications of other State Government.—In common with the Central Government, Governments of Tamil Nadu, Mumbai, West Bengal, Uttar Pradesh, Bihar, Orissa, Assam and the Madhya Pradesh have decided to discontinue the free distribution of their priced official publications. Any such publications required by Government employees of the Punjab Government must be obtained on requisition from the sources indicated below on payment of the sale price. A discount of 25 per cent of the sale price will be allowed in the case of publications of all Governments except the Uttar Pradesh and Tamil Nadu.

Payment for such publications will not be made in cash, except in the case of publications of the Tamil Nadu Government but by book adjustment through the Accountant—General's exchange account with the State concerned by debit to the head "2075-Miscellaneous General Services-800-Other expenditure-7-Books and Periodicals" will be made in cash.

For Publications of the Government of	From
1. Tamil Nadu	Superintendent, Government Press, Tamil Nadu
2. Maharashtra	Superintendent, Government, Printing and Stationery, Pune
3. Uttar Pradesh	Superintendent, Government Press, Allahabad.
4. Bihar	Superintendent, Government Printing, Bihar, Patna.
5. West Bengal	Officer-in-charge, West Bengal Secretariat Book Depot, Kolkata.
6. Assam	Officer-in-charge, Assam Secretariat Book Depot, Shillong.
7. Madhya Pradesh	Superintendent, Government Printing, Madhya Pradesh.
8. Orissa	Press Officer, Government Press, Orissa, Cuttack.

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(f) Supply of Punjab Government Publications to Central Government and other State Government.—Priced official publications of the Punjab Government required by departments and Government employees of the Central Government and other State Governments will be obtained from the Controller, Printing and Stationery, Punjab.

(g) Supply of Survey of India maps.—these rules do not apply to maps supplied by Survey Department for which there is a set of rule issued by the Surveyor-General which is published at pages 964 and 965 of Part-II of Gazette of India, dated 6th September, 1902.

Indents for these maps should after counter signature by the Heads of the Departments concerned, be sent to the Maps Record and Issue, Survey of India, Kolkata, direct and the cost of the maps should be charged to contingent grants of Indenting Officers.

II. Non-official.—(a) Books and newspapers or other periodical publications whether published in or out of India shall not be purchased, or subscribed for, at the public expenses by any Government employees without the previous sanctions of the competent authority.

(b) The Government, all heads of Departments and all Government employees to whom the power to purchase books and newspapers or her publications has been delegated should make their own arrangements direct with agents or publishers for the supply of such news papers, periodicals and books as may be required for their use and for the use of Government employees subordinate to them. The purchase of publications published in Europe should, however, be made through the High Commissioner for India as far as possible; as this will lead to substantial economy.

(c) Payments for all purchases ordered through the High Commissioner will be made by him and the charges passed on to India for adjustment. Payments to be made in the United Kingdom for publications purchased direct from suppliers out of India should be arranged through the High Commissioner. Payments for direct purchases made elsewhere than in the United Kingdom may, however, be made direct to the suppliers by the purchasing Government employees.

32. Rent.— (a) The rent of any private land or building occupied for public purposes should be paid by the office or department occupying it, and recorded in the accounts as a charge of that office or department. The first charge in every year made in any contingent bill for the rent of a private building should be supported by a certificate from the Executive Engineer concerned that a suitable building belonging to Government is not available for the purpose for which the building is required, and that the rental charge, namely, Rs. _____ is reasonable.

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(b) This rule does not authorize payments or adjustments between departments.

(c) The rent of buildings hired for residential purposes is paid from the minor head "repairs" under the major head "2059-Public Works". The hiring of buildings for residential accommodation requires the previous approval of Government and the consent of the Department of Finance which must be applied for by the Heads of Department concerned duly supported by a certificate from the Divisional Officer of the Department of Public Works that the rent is reasonable and no suitable Government accommodation is available.

In the case of such buildings the lease is to be executed by the Department of Public Works and the formalities laid down in paragraph 10.44 of the Department of Public Works Buildings and Roads Branch, Manual of Orders, regarding the recovery of rent, are to be observed.

Note.—The consent of the Department of Finance may be presumed in case, in which it is proposed to extend the period of hire of a building for residential purposes, originally agreed to by the Department of Finance provided there is no change in the matter of the rent or of any other condition of hire.

(d) In the case of buildings which have been hired as offices, any subletting requires the approval of Government and consent of the Department of Finance. The rent of such buildings should be debited to the contingent grant of the Government employees concerned and any recovery of rent for portions sublet should be made by the head of office and credited to the Revenue head of the Department and not to the Public Works Department Revenue head. Lease of buildings hired as offices should be the concern of the Department and the Department of Public Works should only be concerned with -

- (i) giving a non-accommodation certificate ;
- (ii) certifying that the rent of the building is reasonable ; and
- (iii) when a part is sublet, assessing the correct rent of the part sublet.

Note.—The consent of the Department of Finance may be presumed in case in which it is proposed to extend the period of subletting of buildings hired as offices, originally agreed to by the Department of Finance Provided there is no change in the matter of the apportionment of the rent of the building in regard to residential and office portions, or its occupants.

(e) The responsibility for the recovery of rents from Government employees in civil employee occupying public buildings ordinarily rests with the P.W.D. but in exceptional cases, where the cost of buildings has been treated as a Civil charge, the Accountant-General must take the necessary steps to see that the Executive Engineer of the division concerned is furnished with the necessary particulars.

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Note 1.—A Government employee permitting occupation of a Government or least building by any private persons or local body should at once inform the authority in charge of the building of such occupation. The authority in charge will be the Executive Engineer concerned in the case of buildings in charge of the Department of Public Work, Buildings and Roads Branch and the head of the department concerned in the case of buildings rented as officers.

Note 2.—The certificate required from divisional officers as to the reasonableness of rent referred to in subparagraphs (c) and (d) above will not be necessary in cases where the rent involved is less than Rs. 1000.00 per mensem. A certificate will, however, be necessary from sub-divisional officers as to the reasonableness of rent in cases where the rent involved is less than Rs. 1000.00 and not less than Rs. 400.00 per mensem. No certificate will be necessary in case where the rent involved is less than Rs. 400.00 per mensem.

33. Repairs.—See Construction and Repairs.

34. Rewards to Police and Informers, etc—See Punjab Police Rules.

35. Rubber Stamps.—See Stationery and Printing Stores.

36. Sanitary, Water-supply and Electrical Installations—(a) All works and repairs in connection with sanitary, water-supply and electrical installations to Government buildings should be carried out by, or through the agency of the P.W.D. except in special cases under the orders of Government. (See also Rule 5.15 of Punjab Civil Services Rules, Volume I, Part I).

(b) The classification of expenditure connected with water-supply, sanitary and electrical installations in Government buildings or with repairs to such installations will be made under the following rules :—

(i) Where the buildings are under the administrative control of the P.W.D. the expenditure should be debited to the grant of that Department, provided that if it does not exceed Rs. 50000.00 or any higher limit fixed in this connection by the competent authority, it may be debited as contingent expenditure of the Civil Department carrying out the work.

(ii) Where the building is under the administrative control of the department which occupies it, the expenditure should be debited to the grant of the department concerned under the minor head "works".

Note 1.—The term "Electrical Installations" includes bells and similar installations only when they form part of the main installation, i.e., if they are worked through transformer or lamps of a lighting circuit, but not when they derive energy from small primary batteries.

Note 2.—The proviso in clause (i) is not applicable unless in any case a definite assignment has been made of petty works of sanitary and electrical installations, under the administrative control of the Department of Public Works.

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37. Scales (country).—Country scales required for weighing letters, etc. may be obtained from the Postal Workshop Aligarh the charge being drawn as contingencies.

38. Secret Service Expenditure.—(1) The statement given below shows the items which are classed as secret service expenditure. No addition can be made to this statement without the consent of the Department of finance.

Statement of items classed as Secret Service Expenditure

Officers who will certify the expenditure	Controlling Officer	Major Head of Account	Nature of expenditure
1	2	3	4
Excise and Taxation Commissioner.	Excise and taxation Commissioner.	2039- State Excise	Rewards for Excise Bureau.
	Collector	Ditto	District Excise Rewards
Inspector-General of Police.	Superintendent of Police	2055-Police.	Police rewards.
	Deputy Inspector General, Criminal Investigation Department.	Ditto	Rewards for assistance to Criminal Investigation Department.
	Assistant Inspector General, Government Railway Police.	Ditto	Police rewards.
Director, Public Instruction.	Director, Public Instructions.	2202- General Education.	Printing of question papers for Departmental Examinations.
Chief Secretary	Director, Public Relations.	2220-Information and Publicity.	Purchase of non-service postage stamps and Expenditure in connection With the compensation of Articles for the Press, etc. up to a maximum limit of Rs.2000.00

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	Chairman Subordinate Services Selection Board, Punjab.	2051-Public Service Commission.	Printing of Question Papers for Subordinate Services Selection Board's examination at private presses.
Secretary to Government, Punjab, Vigilance Department.	1. Under-Secretary to Government, Punjab, Vigilance Department.	2052 – Sectt General Services.	Secret towards in connection with secret enquiries and investigation.
	2. Officer-in-charge, Special Inquiry Agency, Punjab, Chandigarh.		
	3. Superintendent of Police, District Inquiries Agency, Punjab.		
	(A) Under-Secretary to Government, Punjab, Vigilance Department.	8443-Civil Deposits-800-other deposits.	Money advanced /Other Deposits for laying traps against corrupt Officials.
	2. Officer-in-charge Special Inquiry Agency.	8443-Civil Deposits-106- Personal Deposits.	
	3. Superintendent of Police, District Inquiries Agency.		
Deputy Secretary to Government Punjab, Department of Finance.	Deputy Secretary to Government, Punjab, Department of Finance.	2054-Treasury and Accounts Administration.	Honoraria to Examiner of the State S.A.S. Divisional Accountants Examination for setting question papers and evaluating answer books.
Director, Technical Education, Punjab.	Assistant Director- cum- Registrar.	2203 - Technical Education	Printing of Question Papers in connection with the State Board Examination.

(2) For the allotment placed at his disposal, the Government employee mentioned in column 2 of the statement will maintain a contingent register, in the prescribed form in which the date and amount of each contingent bill will be entered

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with a note of the progressive expenditure. Within the allotment, the Government employee may draw bills for such sums as may be necessary. Such bills will not be supported by vouchers.

(3) The general control of expenditure incurred against the allotment will be vested in the Government employee mentioned in column 2 of the statement, who will be responsible that accounts are duly maintained and that payments have been properly made for the purpose for which the appropriation have been made.

(4) Every controlling officer will maintain in the form of a cash book a secret record of the expenditure and receipts (if any) connected with the allotment. This record should contain the amount and the date of each payment and such indication of its nature as the Government employee mentioned in column 1 of the statement may consider necessary in order to enable him to discharge the responsibility placed upon him by clause 5 below. The amounts drawn from the treasury on contingent bills will be entered in the cash book on the receipt side, the number and date of the bill being noted against the entry.

(5) The Government employee mentioned in column 1 of the statement should conduct at least once in every financial year a sufficiently real administrative audit of the expenditure incurred by the Government employees mentioned in column 2 and furnish a certificate to the Accountant-General in the following form not later than the 31st August following the year to which it relates:-

"I hereby certify that the amount actually expended by me or under my authority for secret service in the year ending the 31st of March _____ was Rs. _____ and that the balance in hand on the said 31st March _____ was Rs. _____ and that this balance was surrendered by short drawing in the first bill presented during the year and I declare that the interests of the public service required that the above payments should be made out of secret service funds and that they were properly so made."

(6) The accounts of the secret service expenditure will not be audited by the Accountant General.

39. Section writing and copying.—(a) The sanction to section writing and copying charges should specify the number of men, the number of words to be copied per rupee, and the rate for tabular work. The sanction may be given to the expenditure of a specified maximum sum in a fixed period, and the bills must state the number of persons paid and the amount of matter.

(b) No person in receipt of pay from Government can be remunerated for section writing save with the special sanction of the competent authority, and no

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periodical allowance may be charged as section-writing.

40. Special diet for Police Head Constables and Constables sick in Hospital- See Punjab Police Rules.

41. Standard Forms.—These consist of such forms which have been prescribed for use in the various offices subordinate to a department. No additions or alterations will be made in such forms, except under the orders of the head of the department concerned.

42. Stationery and Printing articles. —Local purchases of articles of stationery (including rubber stamps and ink for them) usually supplied by the Stationery Office are not admissible unless specially sanctioned by the competent authority.

Note.—Charges for country stationery and carriage of stationery in the large offices as for instance district offices, come under a separate major head "Stationery and Printing" and should be drawn on a separate bill.

43. Taxes-Municipal and Cantonment.— (a) As a general rule, Municipal rates and taxes on non-residential buildings paid by, or passed on to a department occupying the whole or part of the building, are debited to the contingencies of the department concerned. Where, however, the whole or part of the tax is paid by Department of Public Works or by a Civil Department as the Department in administrative control of the building the payments may be charged to the maintenance estimate of the buildings concerned.

(b) Taxes on non-residential buildings occupied by departments, if paid by a department nominated by Government in this behalf and not passed on to the occupying department are charged to "2070 Other Administrative Services -Rents, Rates and Taxes."

Municipal and other taxes (in the nature of house or property tax or otherwise), when payable by Government in respect of buildings occupied as residence, will be adjusted as part of the cost of maintenance of the building. Where, however, the whole or any portion of the taxes, which by local rule or custom are ordinarily leviable from the tenant, is paid by a department other than the department in administrative control of the building, the charge may be treated as contingent expenditure of the paying department.

Note.—The rules regulating the payment of Municipal rates and taxes on building will be found in paragraph 3.14 of the Public Works Department Code.

44. Incidence of charges for Police Stations and Lock-ups. —In respect of Police Stations and Lock-ups provided free of rent by Railways to the Police Department, it has been decided that taxes of the nature of house or property tax, which are payable by owners, may be borne by Railways. Taxes levied for specific services rendered by

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the benefit of the occupier should, however be recovered from the Police Department irrespective of whether they are under the local law or custom recoverable separately or form part of a consolidated property tax. The railways' share of occupiers' share of taxes may then be redebited by the Police Department to the Railway concerned.

45. OMITTED .

46. Telephone Charges.—In the payment of rent of telephone (except in temporary connections required for a part of the year) advantage should be taken of the yearly rate of payment in all cases in which telephone is retained throughout the year so as to avoid loss to Government on this account.

47. Purchase of Tents.—(1) The following scales of tents have been prescribed for officers of the Education, Medical and Health Departments:—

(a) Education Department —	
Circle Education Officers	(1) Two Swiss Cottage Tents, 14'X14' (2) Two Pals, 10'X10'
Deputy Circle Education Officers	(1) One Swiss Cottage Tent, 14'X14' (2) One Pal, 10'X8'
District Education Officers	(1) One miniature Swiss Cottage Tent, 12'X12' (2) One Pal, 10'X8'
Block Education Officers	(1) One sleeping Pal of four folds of cloth throughout with a four feet Kanat and outerfly, 10'X8' (2) One Pal, 10'X8'
Deputy Director of Public Instruction, Punjab.	(1) One Swiss Cottage Tent 14'X14'. (2) One Pal, 10'X8'.
(b) Health Department : —	
Chief Medical Officer	(1) One Single pole Regulations Tent (complete). (2) One employee's Pal.
Assistant Director, Health Services	(1) Two Swiss Cottages, 14x14' (2) One Double Fly Office Pal. (3) Three Pals, 12'X12'.
Assistant Epidemiologist and Deputy Chief Medical Officer of Health.	(1) One Swiss Cottage, 10x10' (2) One Employee's Pal, 10x10' (3) One Employees' Pal, 7'x7' -Subject to the condition that only 12 sets of tents will actually be maintained.

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(2) The scale of tents prescribed for officers under the Administrative control of the Financial Commissioners are given in Financial Commissioners' Standing Order No. 45.

48. Tour Charges —(i) Carriage of Tents,—A certificate should be furnished in contingent bills to the effect that the Government employees concerned have paid half the cost on account of carriage of tents used by them except in cases where the tents are carried wholly at Government expense. (See Travelling Allowance Rule 2.39).

(ii) Carriage of Records. —In regard to carriage of records no details need be given in bills apart from the usual information regarding sub vouchers which must be given in contingent bills.

When the same conveyance is used both the carriage of records and for the carriage of personal effects of Government employees, a suitable proportion of the cost should ordinarily be debited to contingents and the balance met by the Government employees concerned. An exception to this general rule should only be made in those cases where the Head of the Department is satisfied that the conveyance engaged was used solely for the transport of Government records.

(iii) Wages of Khalasis. —No details are required in respect of wages of Khalasis beyond a certificate to the effect that on no day the number of extra Khalasis employed exceeded the scale sanctioned by Government.

(iv) Office accommodation. —Expenditure incurred on office accommodation for their staff by the Ministers during tour is debitable to "Tour Expenses."

(v) "Carriage of Sera and Vaccine", —The Messengers who bring Sera and Vaccine shall be paid actual traveling expenses plus daily allowances and charged to Contingencies.

49. Typewriters, Calculating Machines, etc. — The detailed rules for the supply of purchase of typewriter, copying machines and duplicators are contained in Chapter 12 of the Punjab Printing and Stationery Manual.

50. Travelling expenses of Punkha Mazdoors. —The railway fare of punkha mazdoors on tour may be admitted as part of hot and cold weather charges.

51. Water-Supply Installations. —See Sanitary, Water-supply and Electrical Installation.

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(Referred to in note 3 below rule 8.3)

1. "These rules deal with the supply of summer and winter uniform to all Group 'D' Government employees, drivers of the State owned vehicles (except drivers of the Punjab Roadways) and gate-keepers and gate-messengers of the Punjab Civil Secretariat", and
2. The supply in every case is subject to the ordinary rules of budget provision.
3. Subject to the conditions laid down in these rules, Heads of Offices are empowered to sanction expenditure on supply of summer and winter uniforms to Group 'D' employees attached to their offices up to the maximum limits of costs as laid down in these rules.
4. (i) The supply of summer and winter uniforms to persons whose pay is charged to works is a special charge and, therefore, is subject to the sanction of Government, unless power to sanction such expenditure has been delegated with the approval of the Department of Finance to a subordinate authority. Provision for such charges should be made in the estimates of the works concerned.

(ii) Under the rules powers have been delegated to the Divisional Officers of the Department of Public Works to supply summer and winter uniform to work-charged establishment.

Note.—The assent of the Department of Finance is presumed to orders issued by the Government under the Rule provided that the individual to whom the uniform is given could be entitled to it under the ordinary rule, if his pay were not charged to works.

5. When loss or damage to an article of uniform is caused through negligence or misuse (before due date) the loss should be recovered from the defaulters. The Administrative Department dealing with Printing and Stationery may, however, at any one time write off the cost of and renew before due date any item(s) of summer or winter uniform, where the loss or damage is not caused by negligence or misuse or where no recovery is possible from the defaulter.
6. The description of cloth and other materials prescribed for each uniform and the prices thereof are detailed in the following table, namely:—

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Sr. No.	Name of Article	Measurement of Cloth		Renewal period	Maximum cost(Rs.)
		Width in meters	Length in meters		
1	2	3	4	5	6
I. SUMMER UNIFORMS TO GROUP 'D' EMPLOYEES					
(A) - MALE GROUP 'D' EMPLOYEES					
1.	Three shirts and three pants of khaki terricot 67 per cent polyester and 33 per cent other fibre; and	1.37 (for each set of uniform)	2.59 to 2.65 per set of uniform	Three years	1188.00 (Rupees One thousand one hundred and eighty eight)
	one turban	—	5.00	—	—
2.	One pair of chapples/ Shoes (Black)	—	—	Three years	176.00 (Rupees One hundred seventy six)
(B) - FEMALE GROUP 'D' EMPLOYEES					
1.	(i) Three shirts and three salwars of sky blue terricot 67 per cent polyester and 33 per cent other fibre; and	0.89	4.25 each set	Three years	1188.00(Rupees One thousand one hundred and eighty eight)
	(ii) Three Dopattas, sky blue	—	2.25 each	—	—
2.	Ladies Footwear one pair (Black)	—	—	Three years	176.00(Rupees One hundred seventy six)
II. WINTER UNIFORMS TO GROUP 'D' EMPLOYEES					
(A) - MALE GROUP 'D' EMPLOYEES					
1.	(i) One coat and one pant (blue serge)	1.40	2.96 each set	Three years	1000.00(Rupees One thousand)
	(ii) Lining Cloth	1.24	2.00 each set		

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	(iii) Two turbans; and	1.24	5.00 each		
	(iv) Two fifties or caps (warm) hakhi	—	1.37 each		
2.	One full sleeve jersey (blue)	—		Three years	226.00 (Rupees two hundred and twenty-six)
3.	One pair of shoes (black)	—	—	Two years	238.00 (Rupees two hundred thirty-eight)
4.	One warm long coat with lining cloth (blue blazer)	1.40	1.82	Three years	376.00 (Rupees three hundred seventy-six)
Note: —The articles mentioned at Serial No. 4 of the winter uniform may only be supplied to the categories of Group 'D' employees who (i) are employed on night work or (ii) spend much of their time on tour or (iii) are employed on duty in a hill station.					
(B)—FEMALE GROUP 'D' EMPLOYEES					
1.	(i) One long warm coat (blue surge)	1.42	2.00	Three years	1000.00 (Rupees One thousand)
	(ii) One Salwar white terricot 67 percent polyster and 33 percent other fibre.	0.89	2.50		
	(iii) Three Mufflers.	—	—		
2.	One woollen full sleeve jersey (blue)	—	—	Three years	226.00 (Rupees two hundred and twenty-six)
3.	One pair of ladies footwear (black)	—	—	Two years	238.00 (Rupees two hundred thirty eight)

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III. SUMMER AND WINTER UNIFORMS TO DRIVERS OF MOTOR VEHICLES OF GOVERNMENT (OTHER THAN COMMERCIAL VEHICLES OF PUNJAB ROADWAYS) AND GATE KEEPERS/GATE MESSENGERS OF PUNJAB CIVIL SECRETARIAT			
1.	(i) One pair pant shirt and turban for summer	Every year	2838.00(Rupees two thousand eight hundred and thirty eight only)
	(ii) One pair pant shirt and turban for winter		
	(iii) One pair of shoe		
IV. THE MAXIMUM COST OF CHARGES FOR STICHING OF THE ITEMS OF UNIFORMS SHALL BE AS UNDER:-			
	Sr. No.	Items	Amount
	(i)	Terricot shirt	Rs. 50.00 (Rupees fifty)
	(ii)	Pant (terricot or woollen)	Rs. 126.00 (Rupees one hundred twenty six)
	(iii)	Woollen bushirt	Rs. 76.00 (Rupees seventy six)
	(iv)	Woollen coat	Rs. 338.00 (Rupees three hundred thirty eight)
	(v)	Long woollen coat	Rs. 376.00 (Rupees three hundred seventy six)
	(vi)	One terricot suit(Shirt and salwar)	Rs. 76.00 (Rupees seventy six)
	(vii)	Terricot salwar	Rs. 38.00 (Rupees thirty eight)

Note 1.-Stitching charges for all types of uniforms shall be allowed in addition to the maximum cost specified above.

Note 2.-Jamadars shall wear white detachable cover of three khaki stripes with white background on left arm just below the shoulder.

Note 3.-All Group 'D' Government employees shall wear brass badges in Gurmukhi script indicating "Punjab Sarkar", on the right shoulder and "Name of the Department on the left shoulder. On retirement, removal or otherwise resigning from service of an employee, he shall return the brass badges to the authority by which these were issued.

Note 4.-Government employee of the Punjab Government entitled to the supply of summer and winter uniforms must be supplied uniforms during the period from 1st March to 15th March and from 1st October to 15th October, respectively."

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7. The Departments should ensure that the quantities of material for uniform given above are taken as average requirements for different sizes. The cloth, etc. should be issued according to actual requirement subject to an overall maximum calculated on the basis of average requirements.

8. The life of various articles of uniform should be counted from the actual date of issue. The new uniforms should be issued only when the old uniforms are due for replacement and existing stocks, if any, has been exhausted. To avoid delay in the issue of uniforms, action in this behalf should be initiated well in advance.

9. All the material required for the preparation of these uniforms may be obtained through the Controller of Stores, Punjab, Chandigarh, or on the rates prescribed by him from time within the maximum cost ceiling.

10. The Controller of Stores, Punjab and Departments concerned may ensure good quality cloth for the uniforms.

11. In case of temporary employees, this concession may be given after completion of one year's service.

12. In temporary or newly created offices the uniforms may be allowed to the Group D employees by the Head of Departments on the same scale and subject to the same conditions as are applicable to such employees in permanent offices, provided that the post(s) is or are likely to continue for more than 2 years.

13. Such employees, who do not attend office in proper uniforms may be debarred for this facility in future

14. The articles of uniforms should be taken back in the event of discharge from or quitting service by an employee before the expiry of the normal life of such articles for re-issue to other employees who may be entitled to get them.

15. The summer uniforms may be renewed on completion of two years from the date of a previous supply in the case of Jamadars and Peons of the Judges, Commissioners, Deputy Commissioners and District and Sessions Judges and on completion of three years from the date of previous supply in other cases.

16. Bills for winter or summer uniforms will be submitted in Form P.U. annexed here to

Note 1.—Charges such as packing, postage and freightage shall not be included in the incidental charges connected with the supply of winter or summer uniforms.

Note. 2—The officer issuing winter or summer uniforms shall maintain a proper record of the uniforms issued which should clearly indicate the name of the employee and his signature or thumb impression as the case may be, in token or receipt of uniform.

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Note. 3—Summer uniforms in the case of Jamadars and Peons of the Judges, Commissioners, Deputy Commissioners and District and Sessions Judges shall be renewed on the completion of two years from the date of previous supply.

Note. 4—Summer uniforms in cases other than cases of Jamadars and peons of the Judges, Commissioner Deputy Commissioners and District and Sessions Judges and the winter Uniforms in all cases shall be renewed on the completion of three years from the date of previous supply.

FORM P.U.

(Referred to in Rule 16)

Bill for winter or summer uniforms

Office of _____ Date of _____

Total number of Group D employees.	Number entitled winter/summer uniforms	Dates on which winter / summer uniforms were last supplied with number and cost.	Number of winter/summer uniforms now charged for	Cost				
				Material supplied from contractor	Material supplied locally	Incidental Charges.	Total	Average cost
1	2	3	4	5	6	7	8	9

APPENDIX-11

(Referred to in Note 3 below rule 8.3)

Rules for the supply of Articles (other than Khadi for which there are separate Instructions) from Jails and Institutions, etc., run by various Departments of State Government against Government requirements.

1. It is obligatory on all officers to obtain the articles, against Government requirements, from the Jail, Factories/Institutions/Indian Red Cross Society, Punjab State Branch etc., run by various departments of State Government, in which they are prepared. They will obtain supply of chrome leather from the Punjab Tanneries Limited, Jalandhar, and that of the following articles from Punjab Poultry Corporation Limited, Chandigarh :-

(i) Livestock feeds including poultry, sheep, pig and cattle feed.

(ii) Feeding, watering and allied appliances.

2. Heads of Departments in respect of Jail, Industrial Institutions, Indian Red Cross Society, Punjab State Branch, Punjab Tanneries Ltd., Jalandhar etc, will supply annually, in the month of January, to all Heads of Departments and Disbursing Officers under advice to Government in the Industries Department, a detailed up to date list showing :-

(i) the sources under their control with a list of articles manufactured therein, with prices ;

(ii) the amount of each article or class of article which each source is required to keep in stock readymade ;

(iii) the articles of which sample can be (a) sent on demand or (b) seen at the source ; and

(iv) the particulars which should be specified by officers indenting for the various articles.

Note—Addendum, corrigendum and or amendments to these lists, should be issued at any time during the course of a years as and when considered necessary.

3. In case there is more than one source manufacturing a particular item of stores, the Indenting Officer shall issue enquiries to all of them simultaneously and place order on any one of them.

4. If on receipt of the indent the source concerned is unable to comply with it he shall at once inform the Indenting Officer accordingly who shall then be at liberty to resort to purchase against rate contract, if available, otherwise may make local purchase within his competence.

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5. If the source concerned is unable to comply with the indent within the required period and the supply is really urgently needed, the Indenting Officer may with the sanction of the Head of the Department (or if he is himself a Head of Department, without further sanction), proceed to obtain the article in the manner indicated in rule 4 above.

6. Every endeavor should be made by the indenting Government employee to anticipate his requirements and to place his orders with the Jails Institutions, Indian Red Cross Society, Punjab State Branch, etc. in sufficient time. Small supplementary indents should as far as possible be avoided. Care should be exercised not to crowd in indents towards the end of the financial year.

7. Where there is any likelihood of dispute as to the quality of an article indented for, the indenting Government employee should, when possible, either obtain a sample from the Jail/Industrial Institution, etc. or provide the source concerned with a sample and if he has any complaint regarding the quality of articles provided he should address the Head of Department of the source supplying the material direct on the subject.

Note.—Article will also be purchased against Government requirements from the Punjab State Industrial Co-operative Federation which shall submit tenders and quote rates to the Controller of Stores, Punjab and other Government Department on behalf of the individual Industrial Co-operative Societies. The Industrial co-operative Societies shall be treated as small scale industries and all concessions allowed to small scale industries shall also be admissible to the Punjab State Industrial Co-operative Federation representing an individual Co-operative Society. The Federation is exempted from submitting the registration certificate in recognition of its being a small scale Industry, from the Punjab State Small Industries Corporation or the Small Industries Services Institute, Ludhiana, or National Small Industries Corporation, New Delhi, as is required in case of Small Scale Industries. The Punjab State Industrial Co-operative federation will not get any preferential treatment in the quality of goods which may be supplied to the Government Department. The Federation will mention the name of Co-operative Society on whose behalf it would quote rates and would be responsible for all actions and performances of the Industrial Co-operatives Society on whose behalf the rates are quoted.

APPENDIX-12

(Referred to in Rules 9.4 and 16.7[b])

Omitted.

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APPENDIX-13

(Referred to in Note P.F.R. 10.16(xi) and P.F.R. 10.20)

Omitted.

APPENDIX 14

(Referred to in P.F.R. 16.5)

Rules regarding the procedure to be followed in incurring expenditure on assigned works.

With reference to the provisions of Rule 16.5 (a) laying down that the transactions connected with assigned works should be accounted for in the forms and under the procedure prescribed for similar transactions of the Public Works, Department, the following guiding principles in respect of petty construction and repairs costing more than Rs. 2,500 in each case have been laid down by the Accountant-General, for observance by the disbursing officers :—

(i) Money required for the execution of such works should be drawn on abstract bill forms from treasuries, a cash book in Forms P.W.A. 1 being maintained to show all such sums drawn and the amounts paid there from to individual payees.

(ii) The work will presumably be done either by departmental labour or through a contractor. In the case of the former the record of payments made as well as of work done will be in Muster rolls Form D.F.R.(P.W.)18 in which will be entered all measurements of work done (other than by daily labour) or materials counted for which payments has to be made. Payment for work done or materials supplied should be made in the following form:—

(a) Form D.F.R. (P.W.) 22 when it is intended to settle the contract or firstly a finally.

(b) Form D.F.R. (P.W.) 25 when an “on account of payment” is made to the contractor. The first and intermediate payments should be made on the white form while the final payments should be made on the yellow form.

(c) Form D.F.R.(P.W.)26 for all miscellaneous payments for which none of the above referred to forms are suitable.

Note:—Should the system of making advance payments or secured advances be followed, Form D.F.R. (P.W.)25 will not be suitable and Forms D.F.R.(P.W.)23 and D.F.R.(P.W.)24, as the case may be, should be used.

(iii) For rules relating to the upkeep of measurement books and preparation, examination and payment of bills, see paragraphs 4.1 to 4.8 of the Public Works Department Code, and rule 7.28 of Financial Handbook No. 3—Departmental financial Rules.

(iv) To enable the disbursing officer to exercise financial control over the works expenditure charges incurred during the month should be collected in Works Abstract Form P.W.A 10-11 as the case may require, prepared separately for each work when it should be posted into the Register of Works, form P.W.A. 11-12.

PUNJAB FINANCIAL RULES-VOLUME-II

(v) Besides the above, Contractors' ledger in Form P.W.A. 14 should be maintained in cases when running payments are made to contractors.

(vi) In support of the Abstract bills, on which money is originally drawn as stated in (i) above, the detailed vouchers referred to in (ii) above, should be submitted direct to the accountant-General's Office in one batch at the end of the month covered by a schedule of works expenditure Form P.W.A.27.

(vii) A list of all sanctions to estimates accorded during the months showing the name of work, the amount of the sanctioned estimate, and the authority for the sanction should be supplied to the Accountant –General by the 5th of the month following that to which the sanctions relate. In case there is no such sanction in any month a "Nil" report should be sent on that date. Public Works forms should be used for the sanctions accorded.

The forms referred to in this Appendix as P.W.A. 'and D.F.R. (P.W.) are contained in Accountant Code, Volume III and Government of Punjab Department of Finance; Financial. Handbook No.3, Departmental Financial Rules respectively.

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FORMS

P.F.R. FORMS

P.F.R FORM-1

(Referred to in P.F.R. 2.2)

OFFICE OF _____ CASH BOOK-SPECIMEN OF Month _____ 20____
RECEIPTS PAYMENTS

(Left hand page)

[illegible]

(Right hand page)

[illegible]

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P.F.R. FORMS**P.F.R. FORM 2**

(Referred to in rule 6.3)

CERTIFICATE OF TRANSFER OF CHARGE

Certified that we have in the Fore/Afternoon of this day _____ respectively made over and received charge of the office of _____ in pursuance of order No. _____

Dated _____

*Certified that I have assumed/relinquished charge of the office of _____ in the Fore/Afternoon of this day _____ in pursuance of order No. _____

Dated _____

For use in Audit Office only.	Relieved Officer
Noted in A/AR at page _____	Signature _____ (Name in Block letters)
Noted in Leave Account at page _____	Designation _____ Proceeding on transfer/ leave/retirement
Leave Salary Certificate/Service Statement issued on _____	
Auditor Section Officer _____ A.A.G. A.O. Concerned Officer	Relieving Officer _____
Noted in A/R at page _____	Signature _____ (Name in Block letters)
Noted in leave Account at page _____	Designation _____
Pay Slip issued on _____	Station _____
Auditor Section Officer _____ A.A.G. A.O. Concerned Officer	Dated _____

Note- (a) The relieving officer should indicate the name of Treasury/Sub-Treasury from where he wants to draw his pay/allowances and leave salary etc.

_____ Treasury/Sub-Treasury

(b) The Relieved Officer should indicate the name of Treasury/Sub-Treasury from where he wants to draw his pay/allowances and leave salary.

_____ Treasury/Sub-Treasury

Memo. of balance for which responsibility is accepted by the officer receiving charge.

Cash Rs. _____ Permanent Advance Rs. _____

Number of Cheque Book in use, if any _____

Total number of unused cheques, if any _____

Relieved

Officer _____

Relieving Officer _____

*Delete the part not applicable.

P.F.R. FORMS

P.F.R. FORM-3

[Referred to in P.F.R. 7.6 (a) and note 1. thereunder]

**STATEMENT OF PROPOSITION FOR REVISION OF ESTABLISHMENT
(WITH DETAILED INFORMATION)**

[illegible]

*Money columns

Note: In preparing this statement, particular attention should be paid to the instructions in P.F. Rules 7.5 and 7.6

P.F.R. FORMS**P.F.R. FORM-4**

[Referred to in note 1 to P.F.R. 7.6 (a)]

STATEMENT OF PROPOSITION FOR REVISION OF ESTABLISHMENT**(WHEN DETAILED INFORMATION IS NOT NECESSARY)**

1	2		3		4	5
Group of grade and designation of Government employees affected	Number in each group		Rates of Pay		Actual present cost of establishments affected	Approximate extra cost involved by these proposals
	Present (a)	Proposed (b)	Present (a)	Proposed (b)		

In the case of district or divisional establishments the costs of the whole establishment or establishments effected should be given in lump sum without details, and in the case of establishments, the scale of which is fixed for the State as a whole the cost of the whole State scale should be entered. Where a new class is added to an existing establishment the whole of the existing cost of that establishment should be given.

Certified that I have examined the figure in columns 2(a), 3(a) and 4 and have checked the extra cost shown in column 5 with the proposed alterations and additions entered in columns 2(b) and 3(b) and find it to be correct.

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P.F.R. FORMS

FORM P.F.R. 5

Omitted

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P.F.R. FORMS

FORM-6

(Referred to in P.F.R. 7.12)

REGISTER OF UNDISBURSED PAY AND ALLOWANCES, ETC.

P.F.R. FORMS

FORM P.F.R. 7

(See Note 3 below rule 7.12 of P.F.R. Volume I)

BILL REGISTER

1. Bill number and Date.
2. Particulars of the Bill.
3. Pay of Establishment.
4. Compensatory Allowance.
5. House-rent and other allowances.
6. Travelling Allowance.
7. Gross Amount
8. Deductions.
9. Net Amount.
10. Dated initials of the Group 'A' or Group 'B' officer signing the bill.
11. Date of presentation at the Treasury.
12. Amount assessed by the Treasury.
13. Date of signing acknowledgement with initials of the officer signing the bill.
14. Date of receipt from the Treasury.
15. Date of entry in the Cash Book.
16. Initials of Group 'A' or Group 'B' officer-in-charge of the Cash.
17. Month of encashment.
18. 2nd month.
19. 3rd month.
20. Reference to Bill No. and date in which balance has been short drawn.
21. Remarks.
22. Amount of the bill.
23. Detailed heads of account, etc.
24. Amount disbursed in.

P.F.R. FORMS**FORM P.F.R. 8**

(See Note 4 below rule 7.12 of P.F.R. Volume I)

BILLS TRANSIT REGISTER

Name of the Department/Office _____

Serial No.	Particulars of the Bill	Net Amount	Initials of Drawing and Disbursing Officer	Token No. allotted by the treasury	Dated initials of the receiving official in the Treasury	Remarks
1	2	3	4	5	6	7

Note.—(1) Column 2: Entries should indicate the No. and date of the bill and the nature of the claims, viz., Establishment Pay Bill, T.A. Bill, Contingent Bill etc. and in the case of self – drawing officers, their name.

(2) Column 5 and 6: Entries to be made by the Treasury Officer.

(3) Column 7: (i) On receipt of payment by cheque/cash the Drawing and Disbursing Officer will make the entry “payment received”. The register should be reviewed by making the entries in Col. 7 to ensure that unauthorised bills are not presented and encashed through the register.

(ii) On return of the bill unpassed from the Treasury, the Drawing and Disbursing Officer shall note the fact against the relevant entry under his dated initials. If presented again, the bill should bear a new serial number.

P.F.R. FORMS**P.F.R. FORM 9**

[Referred to in P.F.R. 8.8(a)]

DETAILED COUNTERSIGNED CONTINGENT BILL NO.

Note.—Government employees whose bills are countersigned before payment by the Controlling Officer should use Form prescribed in P.T.R.

NOT PAYABLE AT THE TREASURY

Sent to Controlling Officer on ____ 20 ____		Countersigned and send to	
Accountant General on ____ 20 ____			
District	Monthly detailed bill of Contingent Charges for the month ____ of 20 ____		
Head of Account—			
Details of numbers of sub-vouchers	Description of charge and No. and date of authority where special sanction is necessary.	Amount	
		Rs.	P
	Total Rs. () Rupees		
(1) I certify that the expenditure included in this bill could not, with due regard to the interests of the Public Service, be avoided. I have satisfied myself that charges entered in this bill have been really paid. Vouchers for all items of expenditure above Rs. 25 in amount, and all work bills are attached to the bill. I have as far as possible, obtained vouchers for others sums, and am responsible that they have been so destroyed or so mutilated that they can not be used. * (2) Certified that all the articles detailed in the vouchers attached to the bill and in those retained in my office have been accounted for in the Stock Register. (3) Certified that the purchases billed for have been received in good order, that their quantities are correct and that their quality good, that the rates paid are not in excess of the accepted and the market rates and that suitable notes of payment have been recorded against the indent and invoices concerned to prevent double payments. (4) Certified that— (a) the expenditure on conveyance hire included in this bill was actually incurred, was unavoidable and is within the scheduled scale of charges for the conveyance used and		Drawn on abstract Bill No. _____ Dated: _____ Ditto: _____ Ditto: _____ Add—Amount of disallowance from bill No. _____ dated _____ refunded by deduction from Contingent bill No. _____ dated _____ and re-allowed as per _____	

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(b) the Government employee concerned is not entitled to draw travelling allowance under the ordinary rules for the journey, and he is not granted any compensatory allowance and does not and will not otherwise receive any special remuneration for the performance of the duty which necessitated the journey--- Dated Signature of Disbursing Officer		
	Total of this Bill	
	Appropriation for	Contingencies
	Expenditure including this bill _____ Amount of works bill annexed	
	Balance Available	
(For use of Controlling Officer) Disallowed from Sub-voucher No. _____ Ditto _____ Ditto _____ _____ Total of this bill _____ Passed for Rupees _____ I certify that in support of every charge of more than Rs. 50 made in this bill, a receipt or other voucher has been given to me. The receipts and vouchers for items in excess of Rs. 200 are attached to the bill, and I am responsible that the receipts and vouchers for all other items or more than Rs. 50 are in proper form and order and are in my possession and that they have been so cancelled that they cannot be again used to support claims against the Government. All work bills are also appended. Dated _____ 20. Signature of the Countersigning Officer		

*This certificate is required when proper store accounts of materials and stores purchased are required to be maintained

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P.F.R. FORM -10

(Referred to in P.F.R. 8.15)

(To be printed on open royal)

REGISTER OF CONTINGENT CHARGES OF THE _____ DEPARTMENT OF THE
 _____ DISTRICT _____ 20 ____

Left hand page

Date	To whom paid	No. of	Sub-voucher Contingent Abstract	Detailed heads of budget									
				Sub-Divisions of detailed heads as may be convenient. If the grant be not ordinarily distributed among the sub-divisions of a detailed head, they should be linked by a brace and the amount placed below. Each of these spaces represents a money column.									
	Appropriation for each head												

Right hand page

Detailed heads	Unusual charges		Total of each contingent abstract.	Total of each month's bill	Date of detailed bill	Date of admission with initials.	REMARKS
	Description	Amount					
Sub-divisions of detailed heads							

P.F.R. FORMS**P.F.R. FORM II**

(Referred to in P.F.R. 8.15)

(To be printed in super royal folio)

REGISTER OF CONTINGENT CHARGES OF THE STATE STATIONERY OFFICE,
PUNJAB, 20 .

Left hand page:

Date	To whom paid and appropriation for each	Sub-vouchers No. of _____ contingent abstract	Stationary Offices And Stores				Date of admission with initials.	REMARKS
			Postage etc.,	Railway freight.	Other Contingencies	Total of each contingent abstract.		

Right Hand Page:

Purchase of stationery stores						Date of Admission with initials.	REMARKS
Printing and writing papers	Drawing papers and material	Office Stationery	Binding materials	Other Office requisites.	Total of Each contingent abstract.		

P.F.R. FORMS**P.F.R. FORM 12**

[Referred to in Note under rule 10.16 (vi) Note (3) under rule 10.16 (vii), Note under 10.16 (ix) and Note 3 under rule 10.17]

**FORM OF MORTGAGE DEED TO BE EXECUTED WHEN THE PROPERTY IS
FREE HOLD**

This indenture made this _____ day of _____ between _____ Two thousand nine hundred and _____ of _____ at present employed as _____ in the Department/Office of _____ at _____ (hereinafter called "The Mortgagor" which expression shall, unless excluded by or repugnant to the subject, context, included his/her heirs, executors, administrators, and assigns) of the ONE PART and the Governor of Punjab (hereinafter called "The Mortgagee" which expression shall, unless excluded by or repugnant to the subject or context, included his successors in office and assigns) of the OTHER PART—

WHEREAS the Mortgagor is the absolute and sole beneficial owner and is seized and possessed of or otherwise well and sufficiently entitled to the land and/or house hereditaments and premises hereinafter described in the Schedule hereunder written and for greater clearance, delineated on the plan annexed hereto and thereon shown with the boundaries thereof coloured _____ and expressed to be hereby conveyed, transferred and assured hereinafter referred to as "the said Mortgaged property").

AND WHEREAS the Mortgagor applied to the MORTGAGEE for an advance of the Rs. _____ (Rupees _____ only) for the purpose of enabling the Mortgagor.

- *1. To purchase land or purchase land and to construct a house thereon or* to carry out repairs or enlarge living accommodation in the existing house on the said hereditaments.
- *2. To construct a house on the said hereditaments.
- *3. To purchase a ready built aforesaid house or* to repay a loan taken by the Mortgagor for purchase of land for constructing a house or for purchasing the aforesaid house.

AND WHEREAS the Mortgagee agreed to advance to the Mortgagor the said sum of Rs. _____ on certain terms and conditions.

*Mention wherever is applicable.

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AND WHEREAS one of the conditions for the aforesaid advance is that the Mortgagee should secure the repayment of the said advance and due observance of all the terms and conditions contained in Chapter X of the Punjab Financial Rules, Volume I, regulating the grant of advances to Punjab state Government Employees for building etc. of house (hereinafter referred to as the "said Rules" which expression shall, where the context so admits, include any amendment. Thereof or addition thereto for the time being in force) by a Mortgage of the property described in the Schedule hereunder written.

AND WHEREAS the Mortgagee-

- *1. has sanctioned to the Mortgagor, an advance of Rs. _____
(Rupees _____ only) payable by such installments and in the manner as hereafter appearing.
- *2. has paid to the Mortgagor an advance of Rs. _____ (Rupees _____ only) on _____ and in the manner provided in the said Rules upon having the repayment of the loan with interest and the observance of all the terms and conditions contained in the said Rules as hereinafter mentioned secured in the manner hereinafter appearing.

AND WHEREAS THE MORTGAGOR is to receive from the Mortgagee the aforesaid advance** in lump sum/in the following instalments-

- 1st instalment _____
- 2nd instalment _____
- 3rd instalment _____

NOW THE INDENTURE WITNESSETH as follows:-

(i) In pursuance of the said Rules and in consideration of the said advance sanctioned/paid by the Mortgagee to the Mortgagor pursuant to the provisions contained in the said Rules the Mortgagor DOTH hereby covenant with the Mortgagee that the Mortgagor shall always dully observe and perform all the terms and conditions of the said Rules and shall repay to the Mortgagee the said advance of Rs. _____
(Rupees _____ only), by _____
_____ monthly instalments from the pay of the Mortgagor commencing from month of _____ Two thousand and _____ and the Mortgagor hereby authorised the Mortgagee to make deduction from his monthly pay/leave salary of the amount of such instalments and the mortgagor shall after paying the full amount of the advance also pay interest due thereon in _____ monthly installments in the manner and on the terms specified in the said Rules, provided that the Mortgagee shall repay the

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entire advance with interest in full before the date on which he/she is due to retire from service, failing which the Mortgagee shall be entitled to enforce this security of the Mortgagee at any time thereafter and recover the balance of the advance then due together with interest and costs of recovery by sale of the mortgaged property or in such other manner as may be permissible under the law. It will, however, be open to the Mortgagor to repay the amount in a shorter period.

(ii) If the Mortgagor shall utilize the advance for a purpose other than that for which the advance is sanctioned, or if the Mortgagor shall become insolvent or shall cease to be in service for any reason other than normal retirement/superannuation or if he /she dies before payment of the advance in full or if the Mortgagor shall fail to observe or perform any of the terms, conditions and stipulation specified in the said Rules and on his/her part to be observed and performed than and in any such case the whole of the principal amount of the advance or so much thereof as shall then remain due and unpaid shall become payable forthwith to the MORTGAGEE with interest thereon at*

- percent per annum calculated from the date of the payment by the Mortgagee of the first instalment of the said advance.

(iii) In further pursuance of the said Rules and for the consideration aforesaid and to secure repayment of the aforesaid advance and interest as shall at any time or times hereinafter be due to the Mortgagee under the terms of these presents the Mortgagor doth hereby grant, convey, transfer, assign and assure unto the Mortgagee ALL AND SINGULAR the said Mortgaged Property fully described in the Scheduled hereunder written together with buildings erected or to be erected by the Mortgagor on the said Mortgaged Property or material for the time being thereon with all rights, easements and appurtenances to the said Mortgaged Property or any of them belonging to HOLD the said Mortgaged Property with their appurtenances including all erections and buildings erected and built or to be erected or built hereafter on the said Mortgaged Property or material for the time being thereon unto and to the use of the mortgagee absolutely for ever free from all encumbrances SUBJECT NEVERTHELESS to the proviso for redemption hereinafter contained PROVIDED ALWAYS and it is hereby agreed

*Mention whatever is applicable.

**Here indicate whether the amount will be drawn in lump sum or in instalments. If in instalments indicate when these will be drawn.

Such instalment being not appreciably greater than the instalment by which the principal is recovered.

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and declared by and between the parties hereto that if the Mortgagor of the First Part shall duly pay to the Mortgagee the Principal sum and interest hereby secured in the manner herein provided and also the other moneys, if any, determined to be payable by the Mortgagor of the First Part to the Mortgagee under the terms and conditions of the said rules then the Mortgagee will at any time thereafter upon the request and at the cost of the Mortgagor of the First Part and the Mortgagor of the Second Part recover, re-transfer and reassure and said Mortgaged Property unto and to the use of the Mortgagor of the First Part and the Mortgagor of the Second Part or as they may direct.

(iv) AND IT IS HEREBY EXPRESSLY AGREED AND DECLARED that if there shall be any breach by the Mortgagor of the First Part of the covenants on his/ her part herein contained and to be observed and performed by him/ her or if the Mortgagor of the First Part shall become insolvent or shall cease to be in service for any reason other than normal retirement or superannuation or if he / she dies before all the dues payable to the Mortgagee under these presents together with interest thereon shall have been fully paid off or if the said advance or any part thereof becomes payable forthwith under these presents or otherwise then and in any of such cases it shall be lawful for the Mortgagee to sell the said Mortgaged Property without the intervention of the court or any part thereof either together or in parcels and either by public auction or by private contract with power to buy or rescind any contract for sale and to resell without being responsible for any loss which may be occasioned thereby and to do and execute all such acts and assurances effectuating any such sales as the Mortgagee shall think fit AND IT IS HEREBY declared that the receipt of the Mortgagee for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom and it is hereby declared that the Mortgagee shall hold the moneys to arise from any such sale in pursuance of the aforesaid power upon TRUST, in the first place there out to pay all the expenses incurred on such sale and then to pay moneys in or towards the satisfaction of the moneys for the time being owing on the security of these presents and the balance, if any, to be paid to the Mortgagors.

(v) The Mortgagors of the First Part and of the Second Part hereby jointly and severally covenant with the Mortgagee as follows:-

- (a) That the MORTGAGORS of the First Part and of the Second Part have good right and lawful authority to grant, convey, transfer, assign and assure the MORTGAGED Property unto and to the use of the Mortgagee in the

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manner aforesaid and further that the Mortgaged Property is free from all encumbrances prior to the execution of this deed.

- (b) That the Mortgagors of the First Part and of the Second Part shall jointly and severally be responsible to carry out the construction of the said house exactly in accordance with the plan, and specifications approved by the competent authority. The Mortgagor of the First Part shall certify, when applying for instalments of advance, that the amount already drawn out of the sanctioned advance has actually been used on the construction of the said house. The Mortgagor of the First Part will allow the Mortgagee to carry out either by himself or through his representative an inspection to verify the correctness of the aforesaid certificate, and if it is found that a false certificate has been furnished by the Mortgagor of the First Part, he/ she be liable to re-pay to the Mortgagee forthwith the entire advance received by him / her and further the Mortgagor of the First Part will also be liable to such disciplinary action as may be permissible under the rules of service as applicable to the Government employee.
- (c) That the Mortgagors of the First Part and of the Second Part shall jointly and severally be responsible to complete the construction of the house within eight months of the execution of this deed unless an extension of time is allowed in writing by the Mortgagee. In case of default the Mortgagor of the First Part shall be liable to repay forthwith the entire amount advanced to him/ her together with interest calculated under the said rules in one lump sum. The Mortgagor of the First Part shall report to the Mortgagee the date of completion of the house and furnish a certificate to the Mortgagee that the full amount of advance has been utilised for the purpose for which it was sanctioned.
- (d) That the Mortgagors of the First Part and of the Second Part shall maintain the aforesaid house in good repair at their own cost and shall pay all the Municipal and other local rates, taxes and all other outgoings in respect of the Mortgaged Property regularly until the advance has been repaid to the Mortgagee in full. The Mortgagor of the First Part shall furnish to the Mortgagee a certificate to the above effect, annually.
- (e) The Mortgagors of the First Part and of the Second Part shall afford full facility to the Mortgagee for carrying out inspection by his officers, agents or employees after completion of the house to ensure that the house is in good condition until the advance has been repaid in full.
- (f) The Mortgagor of the First Part shall refund to the Mortgagee any amount together with interest, if any, due thereon drawn on account of the

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advance in excess of the expenditure for which the advance was sanctioned.

- (g) That the Mortgagors of the First Part and of the Second Part shall not during the continuance of these presents encumber, alienate or otherwise dispose of the Mortgaged Property.

SCHEDULE ABOVE REFERRED TO

- | | |
|-----|------------|
| (1) | North-West |
| (2) | South-West |
| (3) | East-South |
| (4) | West-North |
| (5) | Area |

In witness whereof, the Mortgagor of the First Part and the Mortgagor of the Second Part have hereunto set their respective hands and the Governor of Punjab has caused Shri _____ for and on his behalf to set his hand hereunto the day and year first above written.

Signed by the Mortgagor of the First Part _____

Signed by the Mortgagor of the Second Part _____

1. _____
2. _____
3. _____
4. _____

In the presence of—

First witness,

Address:

Occupation:

2nd witness,

Address:

Occupation:

Signed by Shri/ Shrimati _____ for and on behalf of the Governor of Punjab in the presence of

1st witness,

Address:

Occupation:

2nd witness,

Address:

Occupation:

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FORM P.F.R. 12-A

[Referred to in the Second Proviso to clause (vii) of rule 10.16]

Form of Mortgage Deed to be executed by both the Government employee and the other owner when the land is free-hold and is owned by the Government employee jointly with his wife, her husband, father or son.

This indenture made on this _____ day of _____ one thousand nine hundred and _____ between Shri _____ at present employed as _____ (hereinafter called "the Mortgagor of the First Part") and Shri _____ son/daughter of Shri _____ (hereinafter referred to as the Mortgagor of the Second Part which expression shall, unless excluded by or repugnant to the subject or context, include his/ her heirs, executors, administrators and assigns) and the Governor of Punjab (hereinafter called "the Mortgagee" which expression shall, unless excluded by or repugnant to the subject or context, include his successors in office and assigns) of the Third Part;

WHEREAS the Mortgagor of the First Part and the Mortgagors of the Second Part are the absolute owner and are seized and possessed of or otherwise well and sufficiently entitled to the land hereinafter described in the Scheduled hereunder written and expressed to be hereby conveyed, transferred and assured (hereinafter referred to as "the said Mortgaged Property");

AND WHEREAS the Mortgagor of the first part has applied to the Mortgagee for advance of Rs. _____ (Rupees _____ only) for the purpose of enabling the Mortgagor of the First Part to construct a house on the said Mortgaged Property.

AND WHEREAS the Mortgagee has agreed to advance to the Mortgagor of the First Part the said sum of Rs. _____ (Rupees _____ only) on terms and conditions hereinafter appearing:

AND WHEREAS one of the conditions for the aforesaid advance is that the Mortgagors of the First and Second Part should secure the repayment of the said advance and due observance of all the terms and conditions contained in Chapter X of the Punjab Financial Rules, Volume I, regulating the grant of advance to Punjab Government employees for building, etc. of houses (hereinafter referred to as the "said rules" which expression shall, where the context so admits, include any amendment thereof or addition thereto for the time being in force) by mortgaging the Property described in the Schedule hereunder written in favour of the Mortgagee;

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AND WHEREAS the Mortgagee has sanctioned to the Mortgagor of the First Part and advance of _____ (Rupees _____ only).

Payable by such instalment and in such manner as hereinafter appearing.

AND WHEREAS the Mortgagor of the First Part has to receive from the Mortgagee the aforesaid advance in lumpsum/in the following instalments;

1st instalment _____

2nd instalment _____

3rd instalment _____

4th instalment _____

NOW THIS INDENTURE WITNESSETH AS FOLLOWS :-

(i) In pursuance of the said rules and in consideration of the said advance sanctioned by the Mortgagee to the Mortgagor of the First Part pursuant to the provisions contained in the said rules, the Mortgagors of the First and Second Part Do hereby covenant with the Mortgagee that the Mortgagors of the First Part shall always duly observe and perform all the terms and conditions of the said rules and shall repay to the Mortgagee the said advance of Rs. _____ in _____ monthly instalments from the pay of the Mortgagor of the First Part commencing from the _____ issue of pay after the first instalment is taken and the Mortgagor of First Part hereby authorises the Mortgagee to make deduction from his/her monthly pay/leave salary of the amount of such instalments and the Mortgagor of the First Part shall after repaying the full amount of advance, also pay interest due thereon in monthly instalments in the manner and on the terms specified in the said rules, provided that the Mortgagor of the First Part shall repay the entire advance with interest in full before the day on which he/she is due to retire from service, failing which the Mortgagee shall be entitled to enforce the security of the Mortgagee at any time thereafter and recover the balance of the advance then due together with interest and cost of recovery by sale of the Mortgaged Property without the intervention of the court or in such other manner as may be permissible under the law. It will, however, be open to the Mortgagor to repay the amount in a shorter period.

(ii) If the Mortgagor of the First Part shall utilise the advance for a purpose other than that for which the advance is sanctioned, or if he/she shall become insolvent or shall cease to be in service for any reason other than normal retirement/ superannuation or if he/ she dies before payment of the advance in full, or if he/ she shall fail to observe or perform any of the terms, conditions and stipulations specified in the said rules and on his/ her part to be observed and

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performed then and in any such case the whole of the Principal amount of the advance or so much thereof as shall then remain due and unpaid shall become payable forthwith to the Mortgagee with interest thereon at _____ per cent per annum calculated from the date of the payment by the Mortgagee of the first instalment of the said advance.

(iii) In further pursuance of the said rules and for the consideration aforesaid and to secure repayment of the aforesaid advance and interest as shall, at any time or times hereinafter, be due to the Mortgagee under the terms of these presents, the Mortgagor of the First Part and Mortgagor of the Second Part do hereby grant, convey, transfer, assign and assure unto the Mortgagee ALL AND SINGULAR the said Mortgaged Property fully described in the Scheduled hereunder written together with buildings erected or to be erected by the Mortgagor of the First Part of the said Mortgaged Property or material for the time being thereon with all rights, easements and appurtenances to the said Mortgaged Property or any of them belonging to HOLD the said Mortgaged Property with their appurtenances including all erections and buildings erected and built or to be erected or built hereafter on the said Mortgaged Property or material for the time being thereon unto and to the use of the Mortgagee for ever free from all encumbrances SUBJECT NOTWITHSTANDING to the proviso for redemption hereinafter contained PROVIDED ALWAYS and it is hereby agreed and declared by and between the parties hereto that if the Mortgagor of the First Part shall duly pay to the Mortgagee the Principal sum and interest hereby secured in the manner herein provided and also the other moneys, if any, determined to be payable by the Mortgagor of the First Part to the Mortgagee under the terms and conditions of the said rules then the Mortgagee will at any time thereafter upon the request and at the cost of the Mortgagor of the First Part and the Mortgagor of the Second Part recover, re-transfer and reassure and said Mortgaged Property unto and to the use of the Mortgagor of the First Part and the Mortgagor of the Second Part or as they may direct.

(iv) AND IT IS HEREBY EXPRESSLY AGREED AND DECLARED that if there shall be any breach by the Mortgagor of the First Part of the covenants on his/her part herein contained and to be observed and performed by him/her or if the Mortgagor of the First Part shall become insolvent or shall cease to be in service for any reason other than normal retirement or superannuation or if he/she dies before all the dues payable to the Mortgagee under these presents together with interest thereon shall have been fully paid of or if the said advance or any part thereof becomes payable forthwith under these presents or otherwise then and in any of such cases it shall be lawful for the Mortgagee to sell the said Mortgaged Property without the intervention of the court or any part thereof

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either together or in parcels and either by public auction or by private contract with power to buy or rescind any contract for sale and to resell without being responsible for any loss which may be occasioned thereby and to do and execute all such acts and assurances effectuating any such sales as the Mortgagee shall think fit AND IT IS HEREBY declared that the receipt of the Mortgagee for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom and it is hereby declared that the Mortgagee shall hold the moneys to arise from any such sale in pursuance of the aforesaid power upon TRUST, in the first place thereout to pay all the expenses incurred on such sale and then to pay moneys in or towards the satisfaction of the moneys for the time being owing on the security of these presents and the balance, if any, to be paid to the Mortgagors.

(v) The Mortgagors of the First Part and of the Second Part hereby jointly and severally covenant with the Mortgagee as follows:-

(a) That the MORTGAGORS of the First Part and of the Second Part have good right and lawful authority to grant, convey, transfer, assign and assure the MORTGAGED Property unto and to the use of the Mortgagee in the manner aforesaid and further that the Mortgaged Property is free from all encumbrances prior to the execution of this deed.

(b) That the Mortgagors of the First Part and of the Second Part shall jointly and severally be responsible to carry out the construction of the said house exactly in accordance with the plan, and specifications approved by the competent authority. The Mortgagor of the First Part shall certify, when applying for instalments of advance, that the amount already drawn out of the sanctioned advance has actually been used on the construction of the said house. The Mortgagor of the First Part will allow the Mortgagee to carry out either by himself or through his representative an inspection to verify the correctness of the aforesaid certificate, and if it is found that a false certificate has been furnished by the Mortgagor of the First Part, he/ she shall be liable to re-pay to the Mortgagee forthwith the entire advance received by him/her and further the Mortgagor of the First Part will also be liable to such disciplinary action as may be permissible under the rules of service as applicable to the Government employee.

(c) That the Mortgagors of the First Part and of the Second Part shall jointly and severally be responsible to complete the construction of the house within eight months of the execution of this deed unless an extension of time is allowed in writing by the Mortgagee. In case of default the Mortgagor of the First Part shall be liable to repay forthwith the entire

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amount advanced to him/her together with interest calculated under the said rules in one lump sum. The Mortgagor of the First Part shall report to the Mortgagee the date of completion of the house and furnish a certificate to the Mortgagee that the full amount of advance has been utilised for the purpose for which it was sanctioned.

(d) That the Mortgagors of the First Part and of the Second Part shall maintain the aforesaid house in good repair at their own cost and shall pay all the Municipal and other local rates, taxes and all other outgoings in respect of the Mortgaged Property regularly until the advance has been repaid to the Mortgagee in full. The Mortgagor of the First Part shall furnish to the Mortgagee a certificate to the above effect annually.

(e) The Mortgagors of the First Part and of the Second Part shall afford full facility to the Mortgagee for carrying out inspection by his officers, agents or employees after completion of the house to ensure that the house is in good condition until the advance has been repaid in full.

(f) The Mortgagor of the First Part shall refund to the Mortgagee any amount together with interest, if any, due thereon drawn on account of the advance in excess of the expenditure for which the advance was sanctioned.

(g) That the Mortgagors of the First Part and of the Second Part shall not during the continuance of these presents encumber, alienate or otherwise dispose of the Mortgaged Property.

SCHEDULE ABOVE REFERRED TO

- (1) North-West
- (2) South-West
- (3) East-South
- (4) West-North
- (5) Area.

In witness whereof, the Mortgagor of the First Part and the Mortgagor of the Second Part have hereunto set their respective hands and the Governor of Punjab has caused Shri _____ for and on his behalf to set his hand hereunto the day and year first above written.

Signed by the Mortgagor of the First Part _____

Signed by the Mortgagors of the Second Part _____

1 _____

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2 _____

3 _____

4 _____

In the presence of—

First witness :

Address :

Occupation :

2ndWitness :

Address :

Occupation :

Signed by Shri/Shrimati _____ for and on behalf
of the Governor of Punjab in the presence of _____1stWitness :

Address :

Occupation :

2ndWitness :

Address :

Occupation :

P.F.R. FORMS**FORM P.F.R. 12-B****[Referred to in the third proviso to clause (vii) of rule 10.16]**

Form of Mortgage Deed to be executed by the owner and the undertaking to be given by the Government employee when the land is free-hold and is solely owned by the wife, husband, father or son of the Government employee.

This indenture made this _____ day of one
 _____ thousand nine hundred and
 _____ between Shri _____ son/ wife/
 daughter of _____ of _____
 (hereinafter called the Government employee which expression shall, unless excluded
 by or repugnant to the subject or context, include his/ her heirs, executors,
 administrators and assigns) of the First Part and _____ son/
 wife/ daughter of _____
 of _____ (Hereinafter called the Mortgagor which
 expression shall, unless excluded by or repugnant to the subject or context, include
 his/ her heirs, executors, administrators and assigns) of the Second Part and the
 Governor of Punjab (hereinafter called the Mortgagee which expression shall, unless
 excluded by or repugnant to the subject or context, include his successors in office and
 assigns) of the Third Part ;

WHEREAS the Mortgagor of the Second Part is the absolute and sole owner
 and is seized and possessed of or otherwise well and sufficiently entitled to the land
 hereinafter described in the Schedule hereunder written and for greater clearance
 delineated on the plan annexed hereto and thereon shown with the boundaries thereof
 coloured _____ and expressed to be hereby conveyed,
 transferred and assured (hereinafter referred to as the said Mortgaged Property);

AND WHEREAS the Government employee has applied to the Mortgagee
 for an advance of Rs. _____ (Rupees
 _____ only) for the purpose of enabling the
 Government employee to construct a house on the said Mortgaged Property;

AND WHEREAS the Mortgagee has agreed to advance to the Government employee
 the said sum of Rs. _____ (Rupees
 _____ only) on the terms and conditions
 hereinafter appearing;

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And whereas one of the conditions for the aforesaid advance is that the Government employee and the Mortgagor should secure the repayment of the said advance and due observance of all the terms and conditions contained in Chapter X of the Punjab Financial Rules, Volume I, regulating the grant of advance of Punjab Government employee for building etc. of houses (hereinafter referred to as the said rules which expression shall, where the context so admits, include any amendment thereof or addition thereto for the time being in force) by mortgaging the property described in the Schedule hereunder written in favour of the Mortgagee.

AND WHEREAS the Mortgagee has sanctioned to the Government employee an advance of Rs. _____ (Rupees _____ only) payable by such instalments and in such manner as hereinafter appearing;

AND WHEREAS the Government employee has to receive from the Mortgagee the aforesaid advance in lump sum / in the following instalments :-

1st installment _____

2nd installment _____

3rd installment _____

4th installment _____

NOW THIS INDENTURE WITNESSETH AS FOLLOWS:

- (i) In pursuance of the said rules and in consideration of the said advance sanctioned by the Mortgagee to the Government employee pursuant to the provisions contained in the said rules, the Government employee and the Mortgagor do hereby covenant with the Mortgagee that the Government employee shall always duly observe and perform all the terms and conditions of the said rules and shall repay to the Mortgagee the said advance of Rs.

_____ (Rupees _____ only) in _____ monthly instalments from the pay of the Government employee commencing from the month of _____ one thousand nine hundred and _____ and the Government employee hereby authorise the Mortgagee to make deduction from his/ her pay/ Leave Salary of the amount of such instalments and the Government employee shall after paying the full amount of advance also pay interest due thereon in _____ monthly instalments in the manner and on the terms specified in the said rules :

Provided that the Government employee shall repay the entire advance with interest in full before the date on which he/ she is due to retire from service failing which the Mortgagee shall be entitled to enforce the security of the Mortgagee at any time thereafter and recover the balance of the

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advance then due together with interest and cost of recovery by sale of the Mortgaged Property without the intervention of the court or in such other manner as may be permissible under the law. It will, however, be open to the Government employee to pay the amount of advance in a shorter period.

- (ii) If the Government employee shall utilize the advance for a purpose other than that for which the advance is sanctioned or if he / she shall become insolvent or shall cease to be in service for any reason other than normal retirement or superannuation or if he/ she dies before payment of the advance in full, or if he/ she shall fail to observe or perform any of the terms, conditions and stipulations specified in the said rules and on his/ her part to be observed and performed then and in any such case the whole of the principal amount of the advance or so much thereof as shall then remain due and unpaid, shall become payable forthwith to the Mortgagee with interest thereon at the rate of _____ per cent per annum calculated from the date of the payment by the Mortgagee of the first installment of the said advance.

(iii) In further pursuance of the said rules and for the consideration aforesaid and to secure re-payment of the aforesaid advance and interest as shall, at any time or times hereinafter, be due to the Mortgagee under the terms of these presents, the Mortgagor doth hereby grant, convey, transfer, assign and assure unto the Mortgagee ALL AND SINGULAR the said Mortgaged Property fully described in the Schedule hereunder written together with buildings erected or to be erected by the Government employee on the said Mortgaged Property or material for the time being thereon with all rights easements and appurtenances to the said Mortgaged Property or any of them belonging to HOLD the said Mortgaged Property with their appurtenances including all erections and buildings erected and built or to be erected or built hereafter on the said Mortgaged Property or material for the time being thereon unto and to the use of the Mortgagee for ever free from all encumbrances SUBJECT NOTWITHSTANDING to the proviso for redemption hereinafter contained PROVIDED ALWAYS and it is hereby agreed and declared by and between the parties hereto that if the Government employee shall duly pay to the Mortgagee the principal sum and interest hereby secured in the manner herein provided and also the other money, if any, determined to be payable by the Government employees to the Mortgagee under the terms and conditions of the said rules then the Mortgagee will at any time thereafter upon the request and at the cost of the Government employee and the Mortgagor, recover, retransfer and reassure the said Mortgagee Property unto and to the use of the Government employee and the Mortgagor or as they may direct.

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- (iv) AND IT IS HEREBY EXPRESSLY AGREED AND DECLARED that if there shall be any breach by the Government employee of the covenants or his / her part hereunder contained and to be observed and performed by him/ her or if the Government employee shall become insolvent or shall cease to be in service for any reason other than normal retirement or superannuation or if he/ she dies before all the dues payable to the Mortgagee under these presents together with interest thereon shall have been fully paid of or if the said advance or any part thereof becomes payable forth with under these presents or otherwise then and in any of such cases it shall be lawful for the Mortgagee to sell the said Mortgaged Property or any part thereof either together or in parcels and either by public auction or by private contract with power to buy in or rescind any contract for sale and to resell without being responsible for any loss which may be occasioned thereby and to do and execute all such acts and assurances effectuating any such sales as the Mortgagee shall think fit AND IT IS HEREBY declared that the receipt of the Mortgagee for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom and IT IS HEREBY declared that the Mortgagee shall hold the moneys to arise from any such sale in pursuance of the aforesaid power upon TRUST, in the first place there out to pay all the expenses incurred on such sale and then to pay money in or towards the satisfaction of the moneys for the time being owing on the security of these presents and the balance, if any, to be paid to the Government employee and the Mortgagor.
- (v) The Government employee and the Mortgagor hereby covenant with the Mortgagee as follows :-
- (a) That the Mortgagor Now hath in himself / herself good right and lawful authority to grant, convey transfer and assign and assure the Mortgaged Property unto an and to the use of the Mortgagee in the manner aforesaid.
- (b) That the Government employee and the Mortgagor shall carry out the construction of the house exactly in accordance with the plan and specifications approved by the competent authority. The Government employee shall certify, when applying for instalments of advance that the amount already drawn out of the sanctioned advance has actually been used on the construction of the house. The Government employee and the Mortgagor will allow the Mortgagee to carry out either by himself or through his representative an inspection to verify the correctness of the

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aforesaid certificates. If a false certificate is furnished by the government employee he / she shall be liable to repay to the Mortgagee forthwith the entire advance received by him/ her and further will also be liable to such disciplinary action as may be permissible under the rules of service as applicable to the Government employee.

(c) That the Government employee and the Mortgagor shall complete the construction of the house within _____ Month of _____ unless an extension of time is allowed, in writing, by the Mortgagee. In case of default, the Government employee shall be liable to repay forthwith the entire amount of advance together with interest calculated under the said rules, in one lump sum. The Government employee shall report to the Mortgagee the date of completion of the house and furnish a certificate to the Mortgagee that the full amount of advance has been utilised for the purpose for which it was sanctioned.

(d) That the Government employee and the Mortgagor shall maintain the aforesaid house in good repair at their own cost and shall pay all the Municipal and other local rates, taxes and all other outgoings in respect of the Mortgaged Property regularly until the advance has been repaid to the Mortgagee in full. The Government employee shall also furnish to the Mortgagee an annual certificate to the above effect.

(e) The Government employee and the Mortgagor shall afford full facility to the Mortgagee for carrying out inspection after completion of the house to ensure that it is maintained in good repair until the advance has been repaid in full.

(f) The Government employee shall refund to the Mortgagee any amount together with interest, if any, due thereon drawn on account of the advance in excess of the expenditure incurred for which advance was sanctioned.

(g) That the Government employee and the Mortgagor shall not, during the continuance of these presents charge, encumber alienate etc. or otherwise dispose of the Mortgaged Property.

SCHEDULED ABOVE REFERRED TO

- | | |
|-----|------------|
| (1) | North-West |
| (2) | South-West |
| (3) | East-South |
| (4) | West-North |
| (5) | Area. |

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In witness whereof the Government employee and the Mortgagor have hereunto set their respective hands and the Governor of Punjab has caused Shri _____ for and on his behalf to set his hand hereunto the day and year first above written.

Signed by the Government employee

Signed by the Mortgagor

In the presence of :

1st witness:

Address:

Occupation :

2nd Witness :

Address:

Occupation:

Signed by Shri / Shrimati _____ for and on
behalf of the Governor of Punjab in the presence of _____

1st witness:

Address:

Occupation :

2nd Witness :

Address:

Occupation:

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P.F.R. FORM 13

[Referred to in the note under rule 10.16 (vi)]

FORM OF RECONVEYANCE OF MORTGAGED PROPERTY

THIS DEED OF RECONVEYANCE IS MADE THE _____ day of _____ 20 _____ BETWEEN THE GOVERNOR OF PUNJAB (HEREINAFTER CALLED the Mortgagee which expression shall unless excluded by or repugnant to the subject or context of these presents, include his successors in office and assigns) of the one part and _____ of _____ (hereinafter called the Mortgagor which expression shall, unless excluded by or repugnant to the subject or context of these presents, include his/ her heirs, executors, administrators and assigns) of the other part.

WHEREAS by an Indenture of mortgage, dated the _____ day of _____ 19 _____ and made BETWEEN the Mortgagor of the one part and the Mortgagee of the other part and registered at _____ in Book _____ Volume _____ Pages _____ to _____ as No. _____ for _____ (hereinafter called the Principal Indenture), the Mortgagor mortgaged the property at _____ and more particularly described in the Schedule to the Principal Indenture to the Mortgagee to secure and advance of Rs. _____ made by the Mortgagee to the Mortgagor.

AND WHEREAS ALL MONEY due and owing on the security of the Principal Indenture has been fully paid and satisfied and the Mortgagee has accordingly at the request of the Mortgagor agreed to execute a reconveyance of the Mortgaged premises as is hereinafter contained. NOW THIS INDENTURE WITNESSETH that in pursuance of the said agreement and in consideration of the premises the Mortgagee doth hereby grant, assign and reconvey unto the Mortgagor, ALL THAT property situated at _____ and comprised in the said Principal Indenture and more particularly described in the Schedule in the hereunder written with their rights, easements and appurtenances as in the Principal Indenture expressed and all the estates, right, title, interest, property claim and demand whatsoever of the Mortgagee into, out of or upon the said premises by virtue of the Principal Indenture to have and to hold the premises hereinbefore express to be hereby granted, assigned and reconveyed unto and to the use of Mortgagor, for ever freed and discharged from all moneys intended to be secured by the said Principal Indenture and from all actions, suits, accounts, claims and demands for, or in respect of the said money or any part thereof, or,

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for or in respect of, the Principal Indenture, OR of anything relating to the premises and the Mortgagee hereby covenants with the Mortgagor that the Mortgagee has not done or knowingly suffered or been party or privy to anything whereby the said premises or any part thereof, are/ is or can be impeached, encumbered or affected in title, estate or otherwise howsoever IN WITNESS whereof the Mortgagee has caused _____ on his behalf to set his hand the day and year first above written.

SCHEDULE ABOVE REFERRED TO

Signed by _____ for and on behalf of the
Governor of Punjab in the presence of _____.

P.F.R. FORMS**P.F.R. FORM No.14**

[Referred to in Note under rule 10.16 (vi), Notes 1 and 3 under rule 10.16 (vii), Note under rule 10.16 (ix) and Note 3 under rule 10.17]

**FORM OF MORTGAGE DEED TO BE EXECUTED WHEN THE PROPERTY
IS LEASE HOLD**

This indenture made this _____ day of _____ one thousand nine hundred and _____ between _____ son of _____ of _____ a t present employed as _____ in the Department / Office of _____ at _____ (hereinafter called 'The Mortgagor' which expression shall, unless excluded by or repugnant to the subject or context hereof, include his/ her heirs, executors, administrators and assigns) of the ONE PART AND the Governor of Punjab (hereinafter called 'The Mortgagee' which expression, shall unless excluded by or repugnant to the subject or context hereof, include his successors in office and assigns) of the OTHER PART :

WHEREAS by a lease deed, dated _____ and made between the mortgagor and _____ (hereinafter called the lessor) the lessor demised to the Mortgagor the property situate at _____ and more particularly described in the Schedule hereunder written (hereinafter called the said hereditament for a term of _____ years commencing from _____ at the yearly/ monthly rent of Rs. _____ and subject to the performance and observance of the covenants and conditions therein mentioned.

AND WHEREAS the Mortgagor has applied to the Mortgagee for an advance of Rs. _____ (Rupees _____ only) for the purpose of enabling the Mortgagor ;

- (1) to carry out repairs or enlarge living accommodation in the existing house on the said hereditaments.
- (2) to construct a house on the said hereditaments.
- (3) to purchase a ready-built house on the said hereditaments or to repay a loan taken by the Mortgagor for purchasing the aforesaid house.

AND WHEREAS the Mortgagee has agreed to advance to the Mortgagor the said sum of Rs. _____ on certain terms and conditions.

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AND WHEREAS one of the conditions for the aforesaid advance is that the Mortgagee should secure the repayment of the said advance and due observance of all the terms and conditions contained in CHAPTER X of the Punjab Financial Rules, Volume I (hereinafter referred to as the "said Rules" which expression shall, where the context so admits, include any amendment thereof or addition thereto) for the time being in force by a Mortgagee of the property described in the schedule hereunder written.

1. AND WHEREAS THE MORTGAGEE has sanctioned to the Mortgagor an advance of Rs. _____ (Rupees _____ only) payable by such instalments and in the manner as hereinafter appearing.

2. _____ has paid to the Mortgagor an advance of Rs. _____ (Rupees _____ only) on _____ and the manner provided in the said Rules upon having the repayment of the loan with interest and observance of all the terms and conditions contained in the said Rules as hereinafter mentioned secured in the manner hereinafter appearing.

AND WHEREAS THE MORTGAGOR IS to receive from the Mortgagee the aforesaid advance in $\pm$ lump sum / the following instalments :-

1st installment _____

2nd installment _____

3rd installment _____

AND WHEREAS the lessor of the said premises has given his approval for the mortgage on the condition that if the property be sold under the powers herein contained, or otherwise he will be paid first, after the cost of such sale, his share of the unearned increase as provided in the said lease.

Note. - This applies to nazul land normally to be inserted wherever applicable.

NOW THIS INDENTURE WITNESSETH as follow :-

- (i) In pursuance of the said Rules and in consideration of the said advance sanctioned / paid by the Mortgagee to the Mortgagor pursuant to the provisions contained in the said rules the Mortgagor doth hereby covenant with the Mortgagee that the Mortgagor shall always duly observe and perform all the terms and conditions of the said Rules and shall repay to the Mortgagee the said advance of Rs. _____ (Rupees _____ only) by $\pm$ _____ monthly instalments from the pay of the Mortgagor commencing from the month of nineteen hundred and _____

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and the Mortgagor hereby authorizes the Mortgagee to make deduction from his/ her monthly pay/ leave salary of the amount of such instalments and the Mortgagor shall after paying the full amount of the advance also pay interest due thereon in "_____ monthly instalments in the manner and on the terms specified in the said Rules, provided that the Mortgagor shall repay the entire advance with interest in full before the date on which he/ she is due to retire from service, failing which the Mortgagee shall be entitled to enforce this security of the Mortgage at any time thereafter and recover the balance of the advance then due together with interest and costs of recovery by sale of the mortgaged property or in such other manner as may be permissible under the law. It will, however, be open to the Mortgagor to repay the amount in a shorter period.

- (ii) If the Mortgagor shall utilize the advance for a purpose other than that for which the advance is sanctioned, or if the Mortgagor shall become insolvent or shall cease to be in service for any reason other than normal retirement/ superannuation or if he/ she dies before payment of the advance in full, or if the Mortgagor shall fail to observe or perform any of the terms, conditions and stipulations specified in the said Rules and on his/ her part to be observed and performed, then and in any such case the whole of the principal amount of the advance or so much thereof as shall then remain due and unpaid shall become payable forthwith to the Mortgagee with interest thereof at "_____ percent per annum calculated from the date of the payment by the mortgagee of the first installment of the said advance.
- (i) In further pursuance of the said Rules and for the consideration aforesaid and to secure repayment of the aforesaid advance and interest as shall at any time or times hereinafter be due to the Mortgagee under the terms of these presents the Mortgagor doth hereby demise unto the Mortgagee All and Singular the said property comprised in the said Lease dated _____ and more particularly described in the Schedule hereunder written together with buildings erected or to be erected by the Mortgagor on the said property (hereinafter referred to as the Mortgaged property) or materials for the time being thereon with all rights, easements and appurtenances to the said Mortgaged property or any of them belonging subject to covenants by the lessee contained in the lease deed dated _____ and to the conditions therein contained to HOLD unto the Mortgagee for the residue of the said term of _____ years subject to the terms and covenants of the said lease and subject nevertheless to the proviso for

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for redemption hereinafter contained PROVIDED ALWAYS AND it is hereby agreed and declared by and between the parties here to that if the Mortgagor shall duly pay to the Mortgagee the said principal sum and interest hereby secured in the manner herein provided and also the other moneys (if any) determined to payable by the Mortgagor to the Mortgagee under the terms and conditions of the said Rules, then the Mortgagee will at any time thereafter upon the request and at the cost of the Mortgagor reconvey, retransfer and reassure the said Mortgaged property unto and to the use of the Mortgagor or as he may direct.

- (iv) AND IT IS HEREBY EXPRESSLY AGREED AND declared that if there shall be any breach by the Mortgagor of the covenants on his/ her part herein contained and to be observed and performed by him/ her or if the Mortgagor shall become insolvent or shall cease to be in service for any reason other than normal retirement/ superannuation or if he / she dies before all the dues payable to the Mortgagee under these presents together with interest thereon shall have been fully paid off or if the said advance or any part thereof becomes payable forthwith under these presents or otherwise then and in any of such cases it shall be lawful for the Mortgagee TO SELL the said Mortgaged property or any part thereof either together on in parcels and either by public auction or by private contract with power to buy in or rescind any contract for sale and to sell without being responsible for any loss which may be occasioned thereby and to do and execute all such acts and assurances for effectuating any such sale as the Mortgagee shall think fit and IT IS hereby declared that the receipt of the Mortgagee for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom AND IT IS HEREBY declared that the Mortgagee shall hold the moneys to arise from any sale in pursuance of the aforesaid power UPONTRUST, in the first place there out to pay all the expenses incurred on such sale " and in the next place to pay to _____ the lessor of the Mortgaged property _____ 50 per cent of the unearned increase pursuant to clause _____ of the said lease and then to pay moneys in or towards the satisfaction of the moneys for the time being owing on the security of these presents and the balance ; if any to be paid to the Mortgagor.

- (v) The Mortgagor hereby covenants with the Mortgagee as follows:-

- (a) That the Mortgagor now hath in himself/
herself
good right and lawful

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MORTGAGED property unto and to the use of the Mortgagee in manner aforesaid.

(b) That the Mortgagor shall carry out the construction of the house/ additions to living accommodation in the aforesaid house exactly in accordance with the approved plan and specifications on the basis of which the above advance has been computed and sanctioned unless a departure there from is permitted by the Mortgagee. The Mortgagor shall certify, when applying for instalments of advance that the amount already drawn out of the sanctioned advance has actually been used on the construction of the house. He / she will allow the Mortgagee to carry out either by himself or through his representative an inspection to verify the correctness of the aforesaid certificates. If a false certificate is furnished by the Mortgagor, he/ she will be liable to pay to the Mortgagee forthwith the entire advance received by him/ her, and further will also be liable to such disciplinary action as may be permissible under the rules of service as applicable to the Mortgagor.

(c) The Mortgagor shall complete the construction of the house/ additions to living accommodation in the aforesaid house within six months of * __ unless and extension of time is allowed in writing by the Mortgagee. In case of default the Mortgagor shall be liable to repay forthwith the entire amount advanced to him/ her together with interest calculated under the said Rules, in one lump sum. The Mortgagor shall report to the Mortgagee the date of completion of the house and furnish a certificate to the Mortgagee that the full amount of the advance has been utilized for the purpose for which it was sanctioned.

(d) That the Mortgagor shall maintain the aforesaid house in good repair at his/ her own cost and shall pay all the Municipal and other local rates, taxes and all other outgoings in respect of the mortgaged property regularly until the advance has been repaid to the Mortgagee in full. The Mortgagor shall also furnish to the Mortgagee an annual certificate to the above effect.

(e) The Mortgagor shall afford full facility to the Mortgagee for carrying out inspections after completion of the house to ensure that it is maintained in good repair until the advance has been repaid in full.

(f) The Mortgagor shall refund to the Mortgagee any amount together with interest, if any, due thereon drawn on account of the advance in excess of the expenditure incurred, for which the advance was sanctioned.

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(g) That the said lease dated _____ is a valid and subsisting lease of the said Mortgaged property and is not void or voidable and the rents and the covenants and conditions in and by the indenture of Lease reserved have been paid performed and observed up to the date of these presents and the same is assignable in the manner herein before stated.

(i) That the Mortgagor will so long as any money shall remain owing on the security of the said Mortgaged property herein before expressed to be hereby assigned and, in any case for the period of the said agreement, duly observe all the covenants and conditions required on his/ her part to be observed under the aforesaid lease and keep the Mortgagee indemnified against all actions, suits proceedings, costs, charges, claims and demands which will be incurred or sustained by reason of the non-payment of the said rent or the breach, non-performance or non-observance of the said covenants and conditions or any of them.

(j) That the Mortgagor shall not during the continuance of these presents, charge, encumber, alienate, etc. or otherwise dispose of the Mortgaged property.

SCHEDULE ABOVE REFERRED TO

In witness whereof the Mortgagor has hereunto set his/ her hand and the Governor of Punjab has caused Shri/ Shrimati _____ in the Department / Office of _____ for and on his/ her behalf to set his/ her hand hereunto the day and year first above written.

Signed by the said (Mortgagor) _____ in the presence of

1st witness,

Address: _____

Occupation: _____

2nd Witness :

Address: _____

Occupation: _____

Signed by Shri / Shrimati _____ in the Department / Office of _____ for and on behalf of the Governor of Punjab in the presence of :-

1st witness,

Address: _____

Occupation: _____

2nd Witness :

Address: _____

Occupation: _____

P.F.R. FORMS**FORM P.F.R. 14-A**

[Referred to in the second proviso to clause (vii) of rule 10.16]

Form of Mortgage Deed to be executed by both the Government employees and other owner when the land is lease hold and is owned by the Government employees jointly with his wife, her husband father or son.

This indenture made on this _____ day of _____ one thousand nine hundred and _____ between Shri _____ at present employed as _____

-- (therein called "The Mortgagor of the First Part") and Shri _____ son/ daughter of Shri _____ (hereinafter referred to as the Mortgagor of the Second Part which expression shall, unless excluded by or repugnant to the subject or context, include their heirs, executors administrators and assigns) and the Governor of Punjab (hereinafter called "The Mortgagee" which expression shall, unless excluded by or repugnant to the subject or context, include his successors in office and assigns) of the Third Part ;

WHEREAS by a lease deed dated _____ and made between the Mortgagor of the First Part and of the Second Part and _____ (hereinafter called the lessor), the lessor demised to the Mortgagor of the First Part and of the Second Part the land situated at _____ and more particularly described in the Schedule hereunder written and assured for a term of _____ years commencing from _____ at the yearly/ monthly rent of Rs. _____ and subject to the performance and observance of the covenants and conditions therein mentioned and expressed to be hereby conveyed, transferred and assured (hereinafter referred to as the said Mortgaged Property);

AND WHEREAS THE MORTGAGOR OF THE FIRST PART has applied to the Mortgagee for an advance of Rs. _____ (Rupees _____ only) for the purpose of enabling the Mortgagor of the First Part to construct a house on the said Mortgaged Property.

AND WHEREAS the Mortgagee has agreed to advance to the Mortgagor of the First Part the said sum of Rs. _____ (Rupees _____ only) on the terms and conditions hereinafter appearing :

AND WHEREAS one of the conditions for the aforesaid advance is that the Mortgagors of the First and of the Second Part should secure the repayment

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of the said advance and of due observance of all the terms and conditions contained in Chapter X of the Punjab Financial Rules, Volume I, regulating the grant of advance to Punjab Government employees for building, etc. of house (hereinafter referred to as the "said rules" which expression shall, where the context so admits, include any amendment thereof or addition thereto for the time being in force) by Mortgaging the property described in the Schedule hereunder written in favour of the Mortgagee :

AND WHEREAS the Mortgagee has sanctioned to the Mortgagor of the First Part an advance of Rs. _____ (Rupees _____ only) payable by such instalments and in such manner as hereinafter appearing ;

AND WHEREAS the Mortgagor of the First Part has to receive from the Mortgagee the aforesaid advance in lump sum / in the following instalments :-

1st instalment _____

2nd instalment _____

3rd instalment _____

4th instalment _____

AND WHEREAS the lessor of the said Mortgaged Property has given his approval for the mortgage on the condition that if the property be sold under the power herein contained or otherwise he/ she will be paid firstly after the cost of such sale, his/ her share of the unearned increase as provided in the said lease deed.

NOW THIS INDENTURE WITNESSETH AS FOLLOWS :-

In pursuance of the said rules and in consideration of the said advance sanctioned by the Mortgagee to the Mortgagor of the First Part pursuant to the provisions contained in the said rules, the Mortgagors of the First and of the Second Part DO hereby covenant with the Mortgagee that the Mortgagor of the First Part shall always duly observe and perform all the terms and conditions of the said rules and shall repay to the Mortgagee the said advance of Rs. _____ in _____ monthly instalments from the pay of the Mortgagor of the First Part commencing from the _____ issue of pay after the first installment is taken and the Mortgagor of the first Part hereby authorizes the Mortgagee to make deduction from his/ her pay/ leave salary of the amount of advance, also pay interest due thereon in monthly instalments in the manner and on the terms specified in the said rules, provided that the Mortgagor of the First Part shall

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repay the entire advance with interest in full before the day on which he/she is due to retire from service, failing which the Mortgagee shall be entitled to enforce the security of the Mortgagee at any time hereafter and recover the balance of the advance then due together with interest and cost of recovery by sale of the Mortgaged Property without the intervention of the court or in such other manner as may be permissible under the law. It will, however, be open to the Mortgagor to repay the amount in a short period.

- (ii) If the Mortgagor of the First Part shall utilize the advance for a purpose other than that for which the advance is sanctioned, or if he/she shall become insolvent or shall cease to be in service for any reason other than normal retirement / superannuation or if he/she dies before payment of the advance in full, or if he/she shall fail to observe or perform any of the terms, conditions and stipulations specified in the said rules and on his/her part to be observed and performed then and in any such case the whole of the principal amount of the advance or so much thereof as shall then remain due and unpaid shall become payable forthwith to the Mortgagee with interest thereon at _____ per cent per annum the date of the payment by the Mortgagee of the first installment of the said advance calculated from.
- (iii) In further pursuance of the said rules and for the consideration aforesaid and to secure repayment of the aforesaid advance and interest as shall, at any time or times, hereinafter, be due to the Mortgagee under the terms of these presents the Mortgagor of the First Part and Mortgagor of the Second Part do hereby grant, convey, transfer, assign and assure, unto the Mortgagee ALL AND SINGULAR the said Mortgaged Property fully described by the Schedule hereunder written together with buildings erected or to be erected the Mortgagor of the First Part on the said Mortgaged Property or material for the time being thereon with all rights, easements and appurtenances to the said Mortgaged Property or any of them belonging subject to covenants by the lessee contained in the lease deed dated _ and to the conditions therein contained to HOLD the said Mortgaged Property with their appurtenances including all erections and buildings erected and built or to be erected or built hereafter on the said Mortgaged Property or material for the time being thereon unto and to the use of the Mortgagee for the residue of the said term of _____ years subject to the terms and covenants of the said lease and SUBJECT NOTWITHSTANDING to the proviso for redemption

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hereinafter contained PROVIDED ALWAYS it is hereby agreed and declared by and between the parties hereto that if the Mortgagor of the First Part shall duly pay to the Mortgagee the Principal sum and interest hereby secured in the manner herein provided and also the other moneys, if any, determined to be payable by the Mortgagor of the First Part to the Mortgagee under the terms and conditions of the said rules then the Mortgagee will at any time thereafter upon the request and at the cost of the Mortgagor of the First Part and the Mortgagor of the Second Part recover, retransfer and reassure the said Mortgaged Property unto and to the use of the Mortgagor of the First Part and the Mortgagor of the Second Part or as they may direct.

- (iv) AND IT IS HEREBY EXPRESSLY AGREED AND DECLARED that if there shall be any breach by the Mortgagor of the First Part of the covenants on his/ her part herein contained and to be observed and performed by him / her or if the Mortgagor of the First Part shall become insolvent or shall cease to be in service for any reason other than normal retirement or superannuation or if he/ she dies before all the dues payable to the Mortgagee under these presents together with interest thereon shall have been fully paid of or if the said advance or any part thereof becomes payable forthwith under these presents or otherwise then and in any of such cases it shall be lawful for the Mortgagee to sell the said Mortgaged Property without the intervention of the court or any part thereof either together or in parcels and either by public auction or by private contract with power to buy or rescind any contract for sale and to resell without being responsible for any loss which may be occasioned thereby and to do and execute all such acts and assurances effectuating any such sales as the Mortgagee shall think fit AND IT IS HEREBY declared that the receipt of the Mortgagee for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom AND IT IS HEREBY declared that the Mortgagee shall hold the moneys to arise from any such sale in pursuance of the aforesaid power upon TRUST, in the first place there out to pay all the expenses incurred on such sale and then to pay moneys in or towards the satisfaction of the moneys for the time being owing on the security of these presents and the balance, if any, to be paid to the Mortgagors.
- (v) The Mortgagors of the First Part and of the Second Part hereby jointly and severally covenant with the Mortgagee as follows:-

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- (a) That the MORTGAGORS of the First Part and of the Second Part have good right and lawful authority to grant, convey, transfer, assign and assure the MORTGAGED Property unto and to the use of the Mortgagee in the manner aforesaid and further that the Mortgaged Property is free all encumbrances prior to the execution of this deed.
- (b) That the Mortgagors of the First Part and of the Second Part shall jointly and severally be responsible to carry out the construction of the said house exactly in accordance with the plan, and specifications approved by the competent authority. The Mortgagor of the First Part shall certify when applying for instalments of advance, that the amount already drawn out of the sanctioned advance has actually been used on the construction of the said house. The Mortgagor of the First Part will allow the Mortgagee to carry out either by himself or through his representative and inspection to verify the correctness of the aforesaid certificate. If it is found that a false certificate has been furnished by the Mortgagor of the First Part, he/ she shall be liable to repay to the Mortgagee forthwith the entire advance received by them and further the Mortgagor of the first part will also be liable to such disciplinary action as may be permissible under the rule of service as applicable to Government employee.
- (c) That the Mortgagors of the First Part and of the Second Part shall be jointly and severally responsible to complete the construction of house within eight months of the execution of this deed unless an extension of time is allowed in writing by the Mortgagee. In case of default, Mortgagor of the First Part shall be liable to repay forthwith the entire Amount advanced to them together with interest calculated under the said rules in one lump sum. The Mortgagor of the First Part shall report to the Mortgagee the date of completion of the house and furnish a certificate to the Mortgagee that the full amount of advance has been utilised for the purpose for which it was sanctioned.
- (d) That the Mortgagors of the First Part and of the Second Part shall maintain the aforesaid house in good repair at their own cost and shall pay all the Municipal and other local rates, taxes and all other outgoing in respect of the Mortgaged Property regularly until the advance has been repaid to the Mortgagee in full. The Mortgagor of the First Part shall furnish to the Mortgagee a certificate to the above effect, annually.
- (e) The Mortgagors of the First Part and the Second Part shall afford full facility to the Mortgagee for carrying out inspection by his officer,

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agents or employees after completion of the house to ensure that the house is in good condition until the advance has been repaid in full.

- (f) The Mortgagor of the First Part shall refund to the Mortgagee any amount together with interest, if any, due thereon drawn on account of the advance in excess of the expenditure for which the advance was sanctioned.
- (g) That the said lease dated _____ is a valid and subsisting lease of the said Mortgaged Property and is not void or avoidable and the rents and the covenants and conditions in and by the indenture of lease reserved have been paid, performed and observed up to the date of these presents and that the same is assignable in the manner hereinbefore stated.
- (h) That the Mortgagor of the Second Part will so long as any money shall remain owing on the security of the said Mortgaged Property hereinbefore expressed to be hereby assigned and, in any case, for the period of the said agreement, duly observe all the covenants and conditions required on his/her part to be observed under the aforesaid lease and keep the Mortgagee indemnified against all actions, suits, proceedings, costs, charges, claims and demands which will be incurred or sustained by reason of the non-payment of the said rent or the breach, non-performance or non-observance of the said covenants and conditions or any of them.
- (i) That the Mortgagors of the First Part and of the Second Part shall not during the continuance of the presents, encumber, alienate or otherwise dispose of the Mortgaged Property.

P.F.R. FORMS**SCHEDULE ABOVE REFERRED TO**

- (1) North-west.
- (2) South-west.
- (3) East-South.
- (4) West-North.
- (5) Area.

In witness whereof, the Mortgagor of the First Part and the Mortgagor of the Second Part have hereunto set their respective hands and the Governor of Punjab has caused Shri _____ for and on his behalf to set his hand hereunto the day and year first above written.

Signed by the Mortgagor of the First Part

Signed by the Mortgagor of the Second Part

1.
2.
3.
4.

In the presence of -

First witness;

Address: _____

Occupation : _____

2nd Witness :

Address: _____

Occupation _____

Signed by Shri _____ for and on behalf of
the Governor of Punjab in the presence of _____

1st witness;

Address: _____

Occupation : _____

2nd Witness :

Address: _____

Occupation _____

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P.F.R. FORMS**FORM P.F.R. 14-B**

[Referred to in the third proviso to clause (vii) of rule 10.16]

Form of Mortgage Deed to be executed by the owner and the undertaking to be given by the Government employee when the land is lease hold and is solely owned by the wife, husband, father or son of the Government employee.

This indenture made this _____ day of _____ one thousand nine hundred and _____ between Shri _____ son/ wife/ daughter of _____ of _____ at present employed as _____ in the department/ office of _____ (herein called the Government employee which expression shall, unless excluded by or repugnant to the subject or context, include his/ her heirs, executors, administrators and assigns) of the First Part and _____ son/ wife/ daughter of _____ of _____ (hereinafter called "The Mortgagor" which expression shall, unless excluded by or repugnant to the subject or context, include his/ her heirs, executors, administrators and assigns) of the Second Part and the Governor of Punjab (hereinafter called the Mortgagee which expression shall, unless excluded by or repugnant to the subject or context, include his successors in office and assigns) of the Third Part ;

WHEREAS by a lease deed dated _____ and made between the Mortgagor of the Second Part and _____ (hereinafter called the lessor), the lessor demised to the Mortgagor of the Second Part the land situated at _____ and more particularly described in the Schedule hereunder written and assured for a term of _____ years commencing from _____ at the yearly/ monthly rent of Rs. _____ and subject to the performance and observance of the covenants and conditions therein mentioned and expressed to be hereby conveyed, transferred and assured (hereinafter referred to as the said Mortgaged Property);

AND WHEREAS the Government employee has applied to the Mortgagee for an advance of Rs. _____ (Rupees _____ only) for the purpose of enabling the Government employee construct a house on the said Mortgaged Property;

AND WHEREAS Mortgagee has agreed to advance to the Government employee the said sum of Rs. _____ (Rupees _____ only) on the terms and conditions hereinafter appearing ;

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AND WHEREAS one of the conditions for the aforesaid advance is that the Government employee and the Mortgagor should secure the repayment of the said advance and due observance of all the terms and conditions contained in Chapter X of the Punjab Financial Rules, Volume I, regulating the grant of advance to Punjab Government employees for building, etc. of houses (hereinafter referred to as the "said rules") which expression shall, where the context so admits, include any amendment thereof or addition thereto for the time being in force) by Mortgaging the said property described in the Schedule hereunder written in favour of the Mortgagee;

AND WHEREAS the Mortgagee has sanctioned to the Government employee an advance of Rs. _____ (Rupees _____ only) payable by such instalments and in such manner as hereinafter appearing :

AND WHEREAS the Government employee has to receive from the Mortgagee the aforesaid advance in lump sum in the following instalments :-

1st instalment _____
2nd instalment _____
3rd instalment _____
4th instalment _____

AND WHEREAS the lessor of the said Mortgaged Property has given his / her approval for the mortgage on the condition that if the property be sold under the powers herein contained or otherwise he/ she will be paid first after the cost of such sale, his/ her share of the unearned increase as provided in the said lease.

NOW THIS INDENTURE WITNESSETH AS FOLLOWS :-

- (i) In pursuance of the said rules and in consideration of the said advance sanctioned by the Mortgagee to the Government employee pursuant to the provision contained in the said rules, the Government employee and the Mortgagors do hereby covenant with the Mortgagee that the Government employee shall always duly observe and perform all the terms and conditions of the said rules and shall repay to the Mortgagee the said advance of Rs. _____ (Rupees _____)

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only) in _____
 monthly instalments from the pay of the Government employee
 commencing from the month of _____ one thousand nine
 hundred and _____ and the Government employee hereby
 authorises the Mortgagee to make deduction from his/ her monthly pay/
 leave salary of the amount of such instalments and the Government
 employee shall after paying the full amount of advance also pay interest due
 thereon in _____ monthly instalments in the manner and on the
 terms specified in the said rules :

Provided that the Government employee shall repay the entire advance with
 interest in full before the date on which he/ she is due to retire from service,
 failing which the Mortgagee shall be entitled to enforce the security of the
 Mortgagee at any time thereafter and recover the balance of the advance then
 due together with interest and cost of recovery by sale of the Mortgaged
 Property without the intervention of the court or in such other manner as may
 be permissible under the law. It will, however, be open to the Government
 employee to pay the amount of advance in a shorter period.

- (ii) If the Government employee shall utilise the advance for a purpose other than
 that for which the advance is sanctioned or if he/ she shall become insolvent
 or shall cease to be in service for any reason other than normal retirement or
 if he / she dies before payment of the advance in full, or if he/ she shall fail to
 observe or perform any of the terms, conditions and stipulations specified in
 the said rules and on his/ her part to be observed and performed then and in
 any such case the whole of the principal amount of the advance or so much
 thereof as shall then remain due and unpaid, shall become payable forthwith
 to the Mortgagee with interest thereon at the rate of per cent per annum
 calculated from the date of the payment by the Mortgagee of the first
 installment of the said advance.
- (iii) In further pursuance of the said rules and the consideration aforesaid and to
 secure repayment of the aforesaid advance and interest as shall, at any time
 or times hereinafter, be due to the Mortgagee under the terms of these
 presents, the Mortgagor doth hereby grant, convey, transfer, assign and
 assure, unto the Mortgagee ALL AND SINGULAR the said Mortgaged
 Property fully described in the Schedule hereunder written together with
 buildings erected or to be erected by the Government employee or material
 for the time being thereon with all rights, easements and appurtenances to the
 said Mortgaged Property or any of them belonging subject to covenants by
 the lessee contained in the lease deed dated _____ and to the conditions
 therein contained deed dated _____ and to the conditions
 therein contained to HOLD the said Mortgaged Property with their
 appurtenances including all erections and buildings erected and built or to be
 erected or built hereafter on the said Mortgaged Property or material for the
 time being thereon unto and to the use of the Mortgagee for residue of the

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said term of _____ years subject to the terms and covenants of the said lease and SUBJECT NOTWITHSTANDING to the proviso so for redemption hereinafter contained ; PROVIDED ALWAYS it is hereby agreed and declared by and between the parties hereto that if the Government employee shall duly pay to the Mortgagee the Principal sum and interest hereby secured in the manner herein provided and also the other moneys, if any, determined to be payable by the Government employees to the Mortgagee under the terms and conditions of the said rules then the Mortgagee will at any time thereafter upon the request and at the cost of the Government and the Mortgagor, recover, retransfer and reassure the said Mortgaged Property unto and to the use of the Government employee and the Mortgagor or as they may direct.

AND IT IS HEREBY EXPRESSLY AGREED AND DECLARED that if there shall be any breach by the Government employee of the covenants on his/ her part herein contained and to be observed and performed by him/ her or if the Government employee shall become insolvent or shall cease to be in service for any reason other than normal retirement or superannuation or if he/ she dies before all the dues payable to the Mortgagee under these presents together with interest thereon shall have been fully paid of or if the said advance or any part thereof becomes payable forthwith under these presents or otherwise then and in any of such cases it shall be lawful for the Mortgagee to sell the said Mortgaged Property or any part thereof either together or in parcels and either by public auction or by private contract with power to buy in or rescind any contract for sale and to resell without being responsible for any loss which may be occasioned thereby and to do and execute all such acts and assurances effectuating any such sales as the Mortgagee shall think fit AND IT IS HEREBY declared that the receipt of the Mortgagee for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom AND IT IS HEREBY declared that the Mortgagee shall hold the moneys to arise from any such sale in pursuance of the aforesaid power upon TRUST, in the first place thereout to pay all the expenses incurred on such sale and then to pay money in or towards the satisfaction of the moneys for the time being owing on the employee and the Mortgagors security of these presents and the balance, if any, to be paid to the Government

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- (v) The Government employee and the hereby covenant with the Mortgagee as follows : -
- (a) That the mortgagor Now hath in himself / herself good right and lawful authority to grant, convey, transfer and assign and assure the mortgaged Property unto and to the use of the Mortgagee in the manner aforesaid.
- (b) That the Government employee and the shall carry out the construction of the house exactly in accordance with the plan, and specifications approved by the competent authority. The Government employee shall certify, when applying for instalments of advance, that the amount already drawn out of the sanctioned advance has actually been used on the construction of the house. The Government employee and the Mortgagor will allow the Mortgagee to carry out either by himself or through his representative on inspection to verify the correctness of the aforesaid certificates. If a false certificate is furnished by the Government employee, he/ she shall be liable to pay to the Mortgagee forthwith the entire advance received by him/ her and further will also be liable to such disciplinary action as may be permissible under the rules of service as applicable to Government employee.
- (c) That the Government employee and the Mortgagor shall complete the construction of house within _____ months of _____ unless an extension of time is allowed, in writing, by the Mortgagee. In case of default, the Government employee shall be liable to repay forthwith the entire amount advanced to him/ her together with interest calculated under the said rules, in one lump sum. The Government employee shall report to the Mortgagee the date of completion of the house and furnish a certificate to the Mortgagee that the full amounts of advance has been utilised for the purpose for which it was sanctioned.
- (d) That the Government employee and the Mortgagor shall maintain the aforesaid house in good repair at their own cost and shall pay all the Municipal and other rates, taxes and all other outgoing in respect of the Mortgaged Property regularly until the advance has been repaid to the Mortgagee in full. The Government employee shall also furnish to the Mortgagee annual certificate to the above effect.
- (e) The Government employee and the Mortgagor shall afford full facility to the Mortgagee for carrying out inspection after completion of the house to ensure that it is maintained in good condition until the advance has been repaid in full.

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- (f) The Government employee shall refund to the Mortgagee any amount together with interest, if any, due thereon drawn on account of the advance in excess of the expenditure incurred for which the advance was sanctioned.
- (g) That the said lease dated _____ is a valid and subsisting lease of the said Mortgaged Property and is not void or voidable and the rents and the covenants and conditions in and by the indenture of lease reserved have been paid performed and observed up to the date of these presents and that the same is assignable in the manner hereinbefore stated.
- (h) That the Mortgagor of the Second Part will so long as any money shall remain owing on the security of the said Mortgaged Property hereinbefore expressed to be hereby assigned and, in any case, for the period of the said agreement, duly observe all the covenants conditions required on his/ her part to be observed under the aforesaid lease and keep the Mortgagee indemnified against all actions, suits, proceedings, costs, charges, claims and demands which will be incurred or sustained by reason of the non-payment of the said rent or the breach, non-performance or non- observance of the said covenants and conditions or any of them.
- (i) That the Government employee and the shall not, during the continuance of these presents charge encumber alienate, etc. or otherwise dispose of the Mortgaged Property.

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P.F.R. FORMS**SCHEDULE ABOVE REFERRED TO**

In witness whereof the Government employee and the Mortgagor have hereunto set their respective hands and the Governor of Punjab has caused Shri _____ for and on his behalf to set his hand hereunto the day and year first above written.

Signed by the Government employee

Signed by the Mortgagor

In the presence of -

1st witness:

address:

occupation :

2nd Witness :

address:

occupation

Signed by Shri _____ for
and on behalf of the Governor of Punjab in the presence
of _____

1st witness:

address:

occupation :

2nd Witness :

address:

occupation

P.F.R. FORMS**P.F.R. FORM No.15**

[Referred to in note below rule 10.16 (ix) and note 3 below rule 10.17]

**FORM OF AGREEMENT TO BE EXECUTED AT THE TIME OF
DRAWING AN ADVANCE BY A GOVERNMENT EMPLOYEE FOR
BUILDING ETC. OF THE HOUSES.**

An Agreement made this _____ day of _____ two thousand, nine hundred and _____ between _____ son/ wife/ daughter of _____ at present serving as _____ in the department / office of _____ at _____ (hereinafter called "the Borrower" which expression shall, unless excluded by or repugnant to the subject or context, include his/ her heirs, executors, legal representatives and administrators) of the one part and the Government of Punjab (hereinafter called "the Government" which expression shall, unless excluded by or repugnant to the subject or context, include his/ her successors in office and assigns) of the other part. WHEREAS the borrower desires to purchase land or to purchase land and construct a house thereon or carry out repairs or enlarge living accommodation in his/ her house _____ or - * purchase a ready built house _____ or * repay a private loan taken by him / her for purchase of land for constructing a house or for purchasing a house, described in the Schedule hereto annexed and WHEREAS the Borrower has under the provisions of the rules framed by the Government of Punjab to regulate the grant of advances of Government employees for building etc. of houses and contained in Chapter X of the Punjab Financial Rules, Volume I (hereinafter referred to as the "said rules" which expression shall, where the context so admits, include any amendment thereof or addition thereto for the time being in force) applied to the Government for an advance of Rupees _____ the Government has sanctioned an advance of Rupees _____ to the borrower _____ vide _____ (Department/ Office letter No. _____, dated _____ (a copy of which is annexed to these presents) for the purpose aforesaid on the terms and conditions set forth therein. Now it is hereby agreed by and between the parties hereto that in consideration of the sum of Rupees _____ paid / to be paid by the Government to the Borrower, the Borrower hereby agrees with the Government :-

(1) to repay to the Government the said amount with interest calculated in

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accordance with the said rules for the time being in force by monthly instalments of Rupees _____ to be deducted from his/ her pay as provided for by the said Rules from the month of _____ nineteen hundred and _____ and the Borrower here by authorizes the Government to make such deductions from his/ her monthly pay/ leave salary bills.

- (2) (a) Within four months from the date of the receipt of the aforesaid amount of Rs. _____ (Rupees _____ only) out of the said advance to expand the aforesaid amount in the purchase of land and to produce for inspection of the Government the sale-deed in respect thereof, failing which the Borrower shall be liable to refund forthwith the entire amount to the Government together with interest thereon.

*(b) Within four months from the date of the receipt of the aforesaid advance of Rs. _____ (Rupees _____ only) to expand *(in the purchase of the said ready-built house) *(in the repayment of the private loan taken by the borrower for purchase of land for constructing a house or for purchasing the said house and to complete the acquisition redemption of the said house and mortgage it to the Government, failing which the borrower shall refund the advance together with interest to Government forthwith unless an extension of time is granted by the Government.

(c) to complete construction or carry out the repairs or enlarge the living accommodation of the said house within six months _____ strictly in accordance with the approved plan and specifications on the basis of which the amount of advance has been computed and sanctioned or within such extended period as may be laid down by the Government.

- (3) If the actual amount paid for the purchase of land and construction of a house or for the purchase of a ready-built house or for carrying out repairs to or enlarging living accommodation in the existing house is less than the amount received under these presents by the Borrower to repay the difference to the Government forthwith.
- (4) To execute a document mortgaging the said house/ land along with the house to be built thereon to the Government as security for the amount advanced to the borrower under these presents as also for the interest payable for the said amount, in the form provided by the said Rules.

*Mention whatever is applicable.

Strike off if not applicable.

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- (5) And it is hereby agreed and declared that (if the land is not purchased and the sale deed therefore not produced for inspection of the Government within four months of the date of drawl of the part of the advance for that purpose) or *(if the house is not purchased/ redeemed and mortgaged within four months of the drawl of the advance) or the borrower fails to complete the construction of the said house as herein before agreed within 6 months or carry out repairs or enlarge living accommodation within 4 months or if the borrower becomes insolvent or quits the service of the Government or dies, the whole amount of the advance together with the interest accruing thereon shall immediately become due and payable to the Government.
- (6) Without prejudice to any other rights of the Government in that behalf, if any amount becomes refundable or payable by the borrower to the Government, the Government will be entitled to recover the same by deducting from his/ her pay such amounts as it shall deem reasonable.

In witness whereof the Borrower has hereunto set his/ her and the Governor of Punjab has caused _____ for and on his/ her behalf to set his/ her hand the date and year first before written.

The schedule above referred to _____

Signed by the said Borrower in the presence of _____

(Signature of the Borrower) _____

1st witness:

Address: _____

occupation: _____

2nd Witness:

Address: _____

Occupation: _____

Signed by Shri /Shrimati _____

In the Department/ Office of _____

1st witness:

For and on behalf of the Governor of Punjab _____

In the presence of :-

1st witness

Address: _____

occupation: _____

2nd Witness:

Address: _____

Occupation: _____

*Mention what ever is applicable.

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Here indicate whether the amount will be drawn in lump sum or instalments. If any installment indicate when these will be drawn.

*Such installment being not appreciable greater than the installment by which the principal is recovered.

Here indicate whether the amount will be drawn in lump sum or instalments. If any installment indicate when these will be drawn.

Such installment being not appreciable greater than the installment by which the principal is recovered.

*Normal rate of interest to be charged under the said rules.

*Note - In case of nazul lands in Delhi and in similar cases wherever applicable.

Note - Clause (b) and (c) are not applicable when the advance is for the purchase of ready-built house or for repayment of private loan taken by the applicant for purchase of land for constructing a house or for purchase of a house.

*mention the date on which the 1st installment of the advance is paid to the Mortgagor.

*Mention whatever is applicable.

= Strike off is not applicable.

P.F.R. FORMS**FORM P.F.R. 16**

[Referred to in Rule 10.16 (X)]

(SURETY BOND—SPECIMEN OF)

THIS deed of Surety Bond is made on the
 day of _____
 between Shri _____, son of Shri _____
 caste _____,
 resident of _____ (hereinafter referred to as the
 Surety) of the one part and the Governor of Punjab (hereinafter referred to as the
 Government) of the other part.

WHEREAS the loan of Rs. _____ (Rupees
 _____) has been sanctioned to Shri
 _____, son of Shri
 _____, caste _____,
 resident of _____ (hereinafter referred to as the
 Borrower) on the terms and conditions contained in the agreement dated
 _____ and/ or the mortgage deed dated
 _____ subject to the Borrower furnishing a permanent Government
 employee as surety to guarantee the due performance and observance by him of the
 conditions of the aforesaid agreement, dated _____* and/ or
 of the said mortgage deed dated _____.

AND WHEREAS the said Shri _____, son
 of Shri _____ has in fulfilment of the conditions of the
 advance of loan has agreed to stand as surety for the borrower on the terms and
 conditions hereinafter appearing.

NOW this deed witnesses and the parties hereto hereby agree as follows :-

- (1) In pursuance of the said agreement and in consideration of the sum
 of Rs. _____ advanced by the Government to the Borrower,
 as loan, the Surety hereby agrees that the Borrower shall duly, faithfully and
 punctually perform all the conditions set out in the said agreement, dated
 _____*and/ or the said mortgage deed, dated
 _____ and to be performed and observed by him and that in
 the event of the failure of the Borrower to perform the said conditions and of
 the Borrower dying or ceasing to be in service for any cause whatsoever before
 the amount due to the Government from the Borrower is fully paid off. The
 Surety shall immediately pay the entire amount due to the Government on
 account of principal and interest under

* Strike if not required.

Strike off whatever is not applicable.

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the said agreement and/ or the mortgage deed in accordance with the conditions laid down therein.

- (2) For the consideration aforesaid and in pursuance of the said agreement, it is hereby agreed that the liability of Surety shall not be affected by the Government granting time or any other indulgence to the Borrower.
- (3) The Government shall be entitled to deduct from the pay, travelling allowances or any other sum, which, may be or become payable by the Government to the Surety, the amount due to it from the surety under this deed.
- (4) The Surety hereby certifies that he has not stood surety for any other person hereto fore.

IN WITNESS WHEREON the parties have signed, this deed on the dates respectively mentioned against their signatures in the _____ year of the Republic of India.

Signature of the Surety.

Witness (1)

Witness (2)

Certified that :-

(i) The Surety Shri/ Shrimati _____ who has signed above is a permanent Government employee and is posted as _____ and his/ her date of retirement is _____.

(ii) The Surety Shri/ Shrimati _____ has not stood surety for any other person before.

Signature of Head of Department/ Office.
(Certifying Authority).

Signed by _____ for and on behalf of Governor of Punjab.

Witness (1)

Witness (2)

Signature and Designation.

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FORM P.F.R. 17
(Referred to in Rule 10.19)**Form of Mortgage Deed to be executed when the property is Free Hold.**

This indenture made on this _____ day of _____ Two thousand nine hundred and _____ between Shri _____ at present employed as, _____ (hereinafter called "The Mortgagor of the first part") and Shri _____, son/ daughter of Shri _____ (hereinafter jointly and severally referred to as the Mortgagors of the second part which expression shall, unless excluded by or repugnant to the subject or context, include their heirs, executors, Administrators and assigns) and the Governor of Punjab (hereinafter called "The Mortgagee" which expression shall, unless excluded by or repugnant to the subject or context, include this successors in office and assigns) of the THIRD PART ;

WHEREAS the Mortgagor of the first part and the mortgagors of the second part are the absolute owners and are seized and possessed of or otherwise well and sufficiently entitled jointly to House No. _____ located at _____, and more particularly described in the Schedule hereunder written and expressed to be hereby conveyed, transferred and assured (hereinafter referred to as "the said Mortgaged Property") ;

AND WHEREAS THE MORTGAGOR OF THE FIRST PART HAS APPLIED to the Mortgagee for an advance of Rs. _____ (Rupees _____ only) for the purpose of enabling the said Mortgagor to extensively repair the said mortgaged property ;

AND WHEREAS the Mortgagee has agreed to advance to the Mortgagor of the first part the said sum of Rs. _____ (Rupees _____ only) on terms and conditions, hereinafter appearing ;

AND WHEREAS one of the conditions for the aforesaid advance is that the Mortgagors of the first and second part should secure the repayment of the said advance and due observance of all the terms and conditions contained in Chapter X of the Punjab Financial Rules, Volume I, regulating the grant of advances to Punjab Government employees for building, etc. of houses (hereinafter referred to as the "said rules" which expression shall, where the context so admits, include any amendment thereof or addition thereto for the

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time being in force) by mortgaging the said mortgaged property in favour of the Mortgagee;

AND WHEREAS the Mortgagee has sanctioned to the Mortgagor of the first part an advance of Rs. _____ payable in instalments and in the manner as hereinafter appearing;

AND WHEREAS THE Mortgagor of the first part has received Rs. _____ and has to receive the Mortgagee the balance advance in the following instalments :-

1st instalment _____

2nd instalment _____

3rd instalment _____

4th instalment _____

NOW THIS INDENTURE WITNESSETH AS FOLLOWS :-

- (i) In pursuance of the said Rules and in consideration of the said advance sanctioned by the Mortgagee to the Mortgagor of the first part pursuant to the provisions contained in the said Rules, the mortgagors of the first and second part Do hereby covenant with Mortgagee that the Mortgagor of the first part shall always duly observe and perform all the terms and conditions of the said Rules and shall repay to the Mortgagee the said advance of Rs. _____ in _____ monthly instalments from the pay of the Mortgagor of the first part commencing from the fourth issue of pay after the first instalment is taken and the Mortgagor of the first part hereby authorizes the Mortgagee to make deduction from his monthly pay/ leave salary of the amount of such instalments and the Mortgagor of the first part shall after repaying the full amount of advance, also pay interest due thereon in monthly instalments in the manner and on the terms specified in the said Rules, provided that the Mortgagor of the first part shall repay the entire advance with interest in full before the day on which he is due to retire from service, failing which the Mortgagee shall be entitled to enforce the security of the Mortgagee at any time thereafter and recover the balance of the advance then due together with interest and cost of recovery by sale of the mortgaged property without the intervention of the court or in such other manner

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as may be permissible under the law. It will, however, be open to the Mortgagor to repay the amount in a short period.

- (i) If the Mortgagor of the first part shall utilize the advance for a purpose other than that for which the advance is sanctioned, or he shall become insolvent or shall cease to be in service for any reason other than normal retirement/ superannuation or if he dies before payment of the advance in full, or if he shall fail to observe or perform any of the terms, conditions and stipulations specified in the said Rules and on his part to be observed and performed, then and in any such case the whole of the principal amount of the advance or so much thereof as shall then remain due and unpaid shall become payable forthwith to the Mortgagee with interest thereof at percent per annum calculated from the date of the payment by the mortgagee of the first instalment of the said advance.
- (ii) In further pursuance of the said Rules and for the consideration aforesaid the Mortgagors of the first and second part do hereby jointly and severally transfer to the mortgagee all the said mortgaged property more particularly described in the schedule hereto to the intent that same shall remain and be charged by way of mortgage as security for the payment of the said advance and interest due thereon in accordance with the covenants herein contained by the Mortgagor of the first part to the mortgagee ;
- (iii) AND IT IS HEREBY EXPRESSLY AGREED AND DECLARED that if there shall be any breach by the Mortgagor of the first part of the covenants on his/ her part herein contained and to be observed and performed by him/ her or if the Mortgagor of the first part shall become insolvent or shall cease to be in service for any reason other than normal retirement or superannuation or if he dies before all the dues payable to the Mortgagee under these presents together with interest thereon shall have been fully paid off or if the said advance or any part thereof becomes payable forthwith under these presents or otherwise then and in any of such cases it shall be lawful for the Mortgagee to sell the said Mortgaged property without the intervention of the court or any part thereof either together or in parcels and either by public auction or by private contract with power to buy in or rescind any contract for sale and to sell without being responsible for any loss which may be occasioned thereby and to do and execute all such acts assurances effectuating any

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such acts and assurances effectuating any such sales as the Mortgagee shall think fit AND it is hereby declared that the receipt of the Mortgagee for the purchase money of the premises sold or any part thereof shall effectually discharge the purchaser or purchasers therefrom AND IT IS HEREBY declared that the Mortgagee shall hold the moneys to arise from any such sale in pursuance of the aforesaid power upon TRUST, in the first place there out to pay all the expenses incurred on such sale and then to pay moneys in or towards the satisfaction of the moneys for the time being owing on the security of these presents and the balance, if any, to be paid to the Mortgagors.

- (v) The Mortgagors hereby jointly and severally covenants with the Mortgagee as follows: -
- (a) That the MORTGAGORS of the first part and of the second part have right and lawful authority to grant, convey, transfer, assign and assure the MORTGAGED property unto and to the use of the Mortgagee in the manner aforesaid and further that the Mortgaged Property is free from all encumbrances prior to the execution of this deed.
 - (b) That the Mortgagors of the first part and of the second part shall jointly and severally responsible to carry out repairs to the said house.
 - (c) That the Mortgagors of the first part and of the second part shall jointly and severally responsible to complete the repairs within eight months of the execution of this deed; and
 - (d) That the Mortgagors of the first part and of the second part shall maintain the aforesaid house in good repair at their own cost and shall pay all the Municipal and other Local rates, taxes and all other outgoings in respect to the mortgagee in full. The Mortgagor of the first part shall furnish to the Mortgagee a certificate to the above effect annually;
 - (e) The Mortgagors of the first part and of the second part shall afford full facility to the Mortgagee for carrying out inspection by his officer, agents or employees after completion of repairs to the said house to ensure that the house is in good condition until the advance has been repaid in full.

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The Mortgagor of the first part shall refund to the Mortgagee any amount together with interest, if any, due thereon drawn on account of the advance in excess of the expenditure incurred, for which the advance was sanctioned.

- (g) That the Mortgagors of the first part and of the second part shall not during the continuance of these presents encumber, alienate or otherwise dispose of the Mortgaged property.

SCHEDULE ABOVE REFERRED TO

Situation of the House

(1)	North-west	(3)	East-south	(5)	Area
(2)	South-east	(4)	West-north		

In witness whereof the Mortgagor of the first and the mortgagors of the second part hereunto set their respective hands and the Governor of Punjab has caused Shri _____ for and on his behalf to set his hand hereunto the day and year first above written.

Signed by the Mortgagor of the First part _____

Signed by the Mortgagors of the Second part _____

1. _____
 2. _____
 3. _____
 4. _____

In the presence of --

1st witness;

Address:

Occupation :

2nd Witness :

Address:

Occupation

Signed by Shri _____ for and on behalf of the

Governor of Punjab in the presence of _____

1st witness;

Address:

Occupation :

2nd Witness :

Address:

Occupation

P.F.R. FORMS**P.F.R. FORM 18**

[Referred to rule P.F.R. 10.21 (7) note 4]

**FORM OF AGREEMENT TO BE EXECUTED AT THE TIME OF
DRAWING AN ADVANCE FOR THE PURCHASE OF A MOTOR
VEHICLE.**

AN AGREEMENT made on _____ day of _____ Two thousand and _____ BETWEEN _____ of _____ (hereinafter called the Borrower, which expression shall include his heirs, administrators, executors and legal representatives) of the one part and the Governor of Punjab (hereinafter "called the Governor", which expression shall include his successors and assignees) of the other part, WHEREAS the Borrower has under the provisions of the Punjab Financial Rules (hereinafter referred to as "the said Rules" which expression shall include any amendments thereof for the time being in force) applied to the Governor for a loan of Rs. _____ for the purchase of a motor vehicle and whereas the Governor has agreed to lend the said amount to the Borrower on the terms and conditions hereinafter contained. NOW IT IS HEREBY AGREED between the parties hereto that in consideration of the sum of Rs. _____ paid by the Governor to the Borrower (the receipt of which the Borrower hereby acknowledges) the Borrower hereby agrees with the Governor (1) to pay the Governor the said amount with interest calculated according to the said Rules by monthly deductions from his salary as provided in the said Rules and hereby authorises the Governor to make such deductions and (2) within one month from the date of these presents to expend the full amount of the said loan in purchase of a motor vehicle or if the actual price paid is less than the loan to repay the difference to the Governor forthwith and (3) to execute a document hypothecating the said motor vehicle to the Governor as security for the amount lent to the Borrower as aforesaid and interest in the form provided by the said Rules and IT IS HEREBY LASTLY AGREED AND DECLARED THAT IF THE MOTOR VEHICLE has not been purchased and hypothecated as aforesaid within one month from the date of these presents or if the Borrowers within that period becomes insolvent or quits the service of the Government or dies the whole amount of the loan and interest accrued thereon shall immediately become due and payable.

IN WITNESS where of the Borrower and _____ for and on behalf of the Governor have hereunto set their hands the day and year first before written.

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Signed by the said *

In the presence of _____

(1) _____

(2) _____

(Signatures of witnesses)

(Signature and designation of
the Borrower)

Signed by (name and designation)

for and on behalf of the Governor of Punjab in the presence of -

(1) _____

(2) _____

(Signatures of witnesses)

(Signature and designation of the
officer)

*Name and designation of the Borrower.

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P.F.R. FORM 19

[Referred to – P.F.R. 10.21 (7) Note 4]

**FORM OF THE MORTGAGE BOND FOR MOTOR VEHICLE
ADVANCE**

THIS INDENTURE made this _____ day of _____
Two thousand and _____.

BETWEEN _____ of _____
hereinafter called "the Borrower" which expression shall include his heirs, administrators, executors and legal representatives) of the one part and Governor of Punjab (hereinafter called "the Governor", which expression shall include his successors and assigns) of the other part.

WHEREAS the Borrower has applied for and has been granted an advance of Rupees _____ to purchase a Motor Vehicle under the Punjab Financial Rules (hereinafter referred to as "the said rules" which expression shall include any amendment thereof or addition thereto for the time being in force) on the terms and conditions contained in the Agreement dated _____ (hereinafter referred to as the Principal Agreement) AND WHEREAS one of the conditions upon which the said advance has been / was granted to the Borrower is/ was that the Borrower will/ would hypothecate the said Motor vehicle to the Governor as security for the amount lent to the Borrower AND WHEREAS, the Borrower has purchased with Vehicle particulars whereof are set out in the schedule hereunder written.

NOW THIS INDENTURE WITNESSTH that in pursuance of the said agreement and for the consideration aforesaid the borrower doth hereby convenient to pay to the Governor the sum of Rs. _____ aforesaid or the balance thereof remaining unpaid at the date of these presents by equal payments of Rs. _____ each on the first day of every month and will pay interest on the sum for the time being remaining due and owing calculated according to the said rules and the borrower doth agrees that such payments may be recovered by monthly deductions from his salary in the manner provided by the said Rules, and in further pursuance of the said agreement the Borrower doth hereby assigns and transfers unto the Governor, the motor vehicle the particulars whereof are set out in the schedule hereunto written by way of security for the said advance and the interest thereon as required by the said rules.

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AND the Borrower doth hereby agree and declare that he has paid in full the purchase price of the said Motor vehicles and that the same is his absolute property and that he has not pledged and so long as any money remains payable to the Governor in respect of the said advance will not sell, pledge or part with the property in or Possession of the said Motor Vehicle. PROVIDED ALWAYS and it is hereby agreed and declared that if any of the said instalments of principal or interest shall not be paid or recovered in manner aforesaid within ten days after the same are due or if the Borrower shall die or at any time cease to be in Government service or if the borrower shall sell or pledge or part with the property in or possession of the said motor vehicle or become insolvent or make any composition or arrangement with his creditors or if any person shall take proceedings in execution of any decree or judgement against the Borrower the whole of the said principal sum which shall then be remaining due and unpaid together with interest thereon calculated as aforesaid shall forthwith become payable AND IT IS HEREBY AGREED and declared that the Governor may on the happening of any of the events hereinbefore mentioned, seize and take possession of the said motor vehicle and either remain in possession thereof without removing the same or else may remove and sell the said Motor Vehicle either by public auction or private contract and may out of the sale moneys retain the balance of the said advance then remaining unpaid and any interest due thereon calculated as aforesaid and all cost charges, expenses and payments properly incurred or made in maintaining defending or realising his rights hereunder and shall pay over the surplus, if any to the Borrower, his executors, administrators or personal representative PROVIDED FURTHER that the aforesaid power of taking possession or selling of the said Motor Vehicle shall not prejudice the right of the Governor, to use the Borrower or his personal representatives for the said balance remaining due and interest or in the case of the Motor Vehicle being sold the amount by which the net sale-proceeds fall short of the amount owing AND the Borrower hereby further agrees that he will not permit or suffer the said Motor Vehicle to be destroyed or injured or to deteriorate in a greater degree than it would deteriorate by reasonable wear and tear thereof AND further that in the event of any damage or accident happening to the said Motor Vehicle the Borrower with forthwith have the same repaired and made good.

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P.F.R. FORMS**THE SCHEDULE
DESCRIPTION OF MOTOR VEHICLE**

Maker's name _____
 Description _____
 No. of Cylinders _____
 Engine No. _____
 Chassis No. _____
 Cost price _____

IN WITNESS where of the said _____ (Borrower's name) and _____ for and on behalf of the Governor have hereunto set their hands the day and year first above written.

Signed by the said *

In the presence of _____

1. _____
2. _____

(Signature of witnesses)

(Signature and designation of the Borrower).

Signed by (name and designation) _____

for and on behalf of the Governor of Punjab in the presence of _____

1. _____
2. _____

(Signatures of witnesses)

(Signature and designation of the officer)

*Name and designation of the Borrower.

P.F.R. FORMS**P.F.R. FORM 19-B**
[Referred to in rule 10.29 (iii)]**APPLICATION FORM FOR GRANT OF ADVANCE FOR MARRIAGE
OF DAUGHTER TO GROUP 'D' EMPLOYEES.**

1	Name (in Block letters)	
2	Father's/Husband's Name	
3	Designation	
4	Department/Office	
5	(a) Date of Birth (b) Date of entry into Government Service (c) Date of Superannuation (d) Whether belongs to SC/BC (d) Whether permanent or Temporary? (If temporary attach surety of Permanent Government employee) (e) Date of retirement of Surety	Entries in Column No. 5 verified. Signature of Head of Office with seal
6	Scale of Pay	
7	Total: (B) Deductions: (a) Compulsory GPF Subscription/ N.P.S Contribution (b) Instalment on account of Cycle/Scooter/Car Advance. (c) Instalment on account of House Building Advance (d) Income Tax (e) GIS (f) Others (g) Proposed Instalment on Account of advance for marriage	

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	of Daughter Total: (C) Net Payable (Carry Home Salary) (D) Whether the carry Home Salary is more than 40% of Gross Salary?	
8	Treasury/Sub Treasury from which advance is to be drawn.	
9	Amount of Advance admissible (Subject to a maximum of Rupees 1,00,000).	
10	Amount of Advance required	
11	(i) Date of Marriage (ii) Name of Daughter: (iii) Age (with Proof)	
12	Whether any advance for the Marriage of any other daughter was taken previously? if so, give (a) Name of that daughter (b) Date of marriage of that daughter (c) Date of drawal & Amount (d) Date of submission of Utilisation Certificate (e) Amount still outstanding (f) Code No.	Entries in column No. 12 verified Signature of Head of Office with seal
13	(i) Whether your spouse is in Government service? (ii) If yes, has he/she applied for the similar Advance, if so given letter No. & date and amount. (iii) Has your spouse taken advance for the marriage of any other daughter earlier if so, give (a) Code No., amount of advance and amount outstanding.	

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	(a) Code No., amount of advance and amount outstanding.	
14	Proposed monthly installment of Recovery (Where the date of retirement of the Surety is earlier than that of the date of retirement of applicant, repayment of advance is to be ensured before the retirement of surety)	

DECLARATION

I undertake to utilise the amount of advance for the purpose for which it has been applied for and understand that in case of mis-utilisation of the advance, I shall be liable to pay penal interest on the advance in addition to disciplinary action under the Rules. I undertake to refund the balance, if any.

Signature of the Applicant.

Designation.

Department/Office (in which employed)

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P.F.R. FORMS**(TO BE COMPLETED BY THE APPLICANT'S LOAN
SANCTIONING AUTHORITY)**

NO. _____

Dated _____

Forwarded to the Secretary to Government of Punjab, Department of Finance (Loans Cell), Sector 17, Chandigarh.

1. I have scrutinized the application and have satisfied myself of the correctness of the facts etc. stated therein.
2. It is certified that the advance is admissible under the rules on the subject and all formalities prescribed under the rules have been completed.
3. It is recommended that funds may be earmarked to grant an advance of Rs. _____ (Rupees _____), to Shri/Smt. _____, which is admissible under rule 10.29 of Punjab Financial Rules, Volume I. The amount of advance shall be recovered in _____ installments @ Rs. _____ per month. The recovery of advance shall commence from the first issue of pay after the drawal of advance from the Government Treasury.
4. I have satisfied myself on the basis of monthly deductions etc. made from the applicant's salary that after allowing him/her the carry home salary of forty per cent of his gross salary, the amount is well within his/her repaying capacity and the entire amount of the advance, shall be recovered from the applicant before his retirement.
5. It is certified that the original documents with appropriate stamp fee, where required have been kept in the record of this office.

Signature of the loan sanctioning Authority

Designation _____

Name of the Department _____

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CERTIFICATE

Certified that Shri/Smt. _____, who is my husband/wife working in the Department/Office _____ has not received/applied for similar advance.

Signature of applicant.

Certified that my wife/husband is not an employee of the Punjab Government.

Signature of applicant.

**CERTIFICATE REQUIRED VIDE PROVISIO TO RULE 10.13 OF
PUNJAB FINANCIAL RULES, VOLUME I**

Certified that Shri/Smt. _____ Designation _____
Office of _____ will continue in Government service for sufficiently long period to enable full recovery of the advance together with interest accrued thereon before retirement of his/her service.

LOAN SANCTIONING AUTHORITY

P.F.R. FORMS**P.F.R. FORM 19-C**

[Referred to in rule 10.29 (iv)]

AGREEMENT FORM**FORM OF AGREEMENT TO BE EXECUTED AT THE TIME OF
DRAWING ADVANCE FOR THE MARRIAGE OF DAUGHTER**

An agreement made on the _____ day of _____ Two thousand _____ between _____ son/wife/daughter of _____ at present serving as _____ in the Department/Office of _____ at _____ (hereinafter called "the Borrower" which expression shall include his/her heirs, administrators, executors and legal representatives) of the one part and the Governor of Punjab (hereinafter called the "Government" which expression shall include his/her successors and assigns) of the other part.

Whereas the Borrower has under the provisions of rule 10.29 of Punjab Financial Rules, Volume I(hereinafter referred to as the said rule which shall include any amendment thereof) applied to the Government for a loan of Rs. _____ (Rupees _____) for marriage of his/her daughter.

Now, it is hereby agreed between the parties hereto that in consideration of the sum of Rs. _____ paid by the Government to the Borrower (the receipt of which the Borrower hereby acknowledges), the Borrower hereby agrees with the Government:—

- (1) to pay to the Government the said amount according to the provisions of said rule from his salary and hereby authorises the Government to make such deductions;
- (2) to expend the full amount of the said loan on the marriage of his/her daughter (mentioned in the application form) within three months from the drawal of advance or upto the date of marriage whichever is earlier and to produce the utilization certificate within one month from the date of marriage of his/her daughter, failing which the borrower shall be liable to pay penal interest on the entire amount of the advance from the date of drawal to date of submission of utilisation certificate.

AND IT IS HEREBY LASTLY AGREED AND DECLARED THAT if the amount of advance is utilized for the purpose other than that mentioned above or utilization certificate is not produced within stipulated period of one month from the date of marriage, the penal provisions of the said rules

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Will become applicable or if the Borrower within that period becomes insolvent or quits the service of Government or dies, the whole amount of loan shall become due and payable.

In witness thereof the Borrower and _____ for and on behalf of the Government have here unto set their hands the day and year first before written.

Signed by the said in the presence of :—

Witnesses

1.

2.

(Signature of witnesses)

(Signature of the Borrower
with designation)

Signed by (Name and Designation) _____ for and on behalf
of the Governor of Punjab in the presence of:

1.

2.

(Signature of witnesses)

(Signature and designation of Officer)

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P.F.R. FORMS**P.F.R. FORM 19-D****[Referred to in rule 10.29 (xii)]**

An agreement to be executed by Government employee at the time of or before drawing advance for the marriage of his/her daughter and for adjustment of balance advance outstanding at the time of his/her death against the death-cum-retirement gratuity.

An agreement made on ___ day of ___ Two thousand ___ between ___ son/wife/daughter of ___ at present serving as ___ in the Department/Office of ___ at ___ (hereinafter called "the Borrower", which expression shall include his/her heirs administrators executors and legal representatives) of the one part and the Governor of Punjab (hereinafter called "the Governor" which expression shall include his/her successors and assigns) of the other part.

And whereas the borrower has under the provisions of rule 10.29 of Punjab Financial Rules, Volume I (hereinafter referred to as the said rule) applied to the Government for the loan of Rupees to enable him/her to celebrate the marriage of his/her daughter and the Government has agreed to advance the loan of Rs. ___. Whereas the borrower has fixed the marriage of his/her daughter for ___ (date).

And whereas it is permissible under the provisions of the said rule that in the case of borrower's death the last instalments of loan shall be recovered from the death-cum-retirement gratuity payable to his/her family at the time of his/her death provided the Government employee concerned execute an agreement to the effect, so as to leave the Government free to appropriate the sum found payable to him after his/her death in adjustment of the balance of the advance in case he/she dies pending recovery of said loan.

Now, it is, hereby agreed between the parties hereto that in consideration of the provisions of the said rule, the borrower, hereby authorises the Government to extinguish the unrecovered amount of loan from the death-cum-retirement gratuity payable to the borrower, on his/her death and the Government shall have the first charge on the said amount.

In witnesses whereof the borrower has hereunto set his hand the day and year first before written.
Signed by the said borrower _____.

In the presence of

Witnesses: —

1.

2.

(Signature of the borrower with designation)

Signed by Shri _____ for and on behalf of the Governor of Punjab in the presence of _____

(Signature and designation of Officer)

P.F.R. FORMS**P.F.R. FORM 19-E**
[Referred to in rule 10.29 (xiii)]**ORDER**

Code No.....

In exercise of the powers under the provisions of rule 10.29 of Punjab Financial Rules Volume I read with the instructions issued by the Government on the subject from time to time, sanction is accorded to the grant of an advance of Rs. _____ (Rupees _____ only) to Shri/Smt. _____ Designation _____ for the marriage of his/her daughter.

2. The sanction of the advance is subject to the following terms and conditions:—

- (i) The official shall execute an agreement in PFR Form 19 C & D and a certificate to the effect that such agreement has been executed, examined and found to be in order, shall be recorded on the bill for drawal of the amount.
- (ii) A certificate shall be recorded on the bill while drawing the advance that the official will submit the utilisation certificate within a period of one month from the date of marriage.
- (iii) The advance shall be utilised for the purpose for which the loan has been granted.
- (iv) The total advance of Rs. _____ shall be recovered in _____ monthly installments, commencing from the first issue of pay after the drawal of loan.
- (v) If the utilisation certificate is not submitted within one month from the date of marriage of his/her daughter as mentioned in the application form or advance is utilised for the purpose other than mentioned above, the whole amount of loan along with penal interest thereon at the rate mentioned in the rule ibid shall forthwith be refunded to Government.

3. Certified that the carry home salary of Shri/Smt. _____ after deducting the instalment towards repayment of advance shall not be less than 40% of his gross emoluments, as provided in Rule 10.13(A)(1) of Punjab Financial Rules Volume I.

4. The amount of advance shall be drawn from the Treasury within two months from the date of issue of this sanction or by the 31st March whichever is earlier, failing which the sanction shall lapse.

5. The drawal of advance will be debitable to the Head, "7610-Loans to Government servants etc.—800—other advances—12—Advances to Group 'D' employees for the marriage of their daughters—55—Loans and Advances (Non-Plan)".

6. In the event of non utilising the amount of advance within the prescribed period or misutilisation of the advance or non-compliance/non fulfilment of all or any of the conditions of sanction, the loanee will refund the amount of advance and penal interest thereon in lump sum. He shall also be liable to disciplinary action under the service rules as required.

P.F.R. FORMS

7. The funds for this advance have been earmarked by the Finance Department (Loan Cell) vide their memo no. _____.

Sanctioning Authority

No.

Dated:

A copy is forwarded to the Accountant General, Punjab (A&E), Chandigarh for information and necessary action.

Sanctioning Authority

No.

Dated:

A copy is forwarded to the District Treasury Officer/Treasury Officer _____ for information and necessary action.

Sanctioning Authority.

No.

Dated:

A copy is forwarded to: –

1. The _____ (Head of the Department) for information and necessary action.
2. Shri _____ (Loanee) for information and necessary action.

Sanctioning Authority.

No.

Dated:

A copy is forwarded to the Secretary to Government of Punjab, Department of Finance (Loan Cell), Sector 17, Chandigarh for information and necessary action.

Sanctioning Authority.

Notes:—(1) Calculation of penal interest will be done by the Drawing and Disbursing Officer.

- (2) The date of drawal along-with Treasury Voucher No. may be intimated to the Department of Finance (Loan Cell) by the 15th of the month following the month in which the advance was drawn. Code Number should be quoted, while making correspondence with the Department of Finance.”

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P.F.R. FORMS**P.F.R. FORM 20**

(Referred to in Form P.F.R. 15.5)

INDENT FOR STORES

Book No. _____ Indent No. _____ Dated _____

To _____

Name of work _____

Name of contractor (if recoverable) _____

No. of argument or Work Order _____

Description	Unit	Quantity	Remarks

The material should be delivered _____ to _____
despatched

Dated _____ Indenting Officer.

The indent has been complied with in Full - on _____
vide alterations which I have attested part.

Dated _____ Supplying Officer.

*To be deleted when supply is made in full.

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Received the material specified above in good conditions and (†) entered in Measurement Book No. _____

‡ Dated _____

Note.—This form shall be prepared in quadruplicate. The indent portion should be written at one time, in all the four forms with the help of carbon paper and indelible pencil. The Indenting Officer will forward three copies of the indent to the Supervisor Supplying Officer who shall return one copy, i.e. the invoice to the Indenting Officer, but keep two copies of indent duly acknowledged by the receiving officer with him for submission to the Sub-Divisional Officer, but keep two copies of indent duly acknowledge by the receiving officer with him for submission to the Sub-Divisional officer who will attach one copy of indent with Advice of Transfer Debit and retain the other on his office of reference. In case of loss of advice of Transfer Debit and or original indent, the supplying officer should make necessary amendments under his initials in the duplicate, triplicate and the quadruplicate. The original should be amended when these are returned to the Indenter.

* Strike off which is not applicable.

** A permanent Government employee should not stand surety for more than one loanee".

* Name and designation of the Borrower.

* Name and designation of the Borrower.

* To be deleted when supply is made in full.

* To be deleted when supply is made in full.

‡ To be completed when supply is received from another Division

P.F.R. FORMS

P.F.R FORM-21

(Referred to in rule 11.7(2))

REGISTER OF GUARANTEES

(Separate folio to be allotted for each sanction of guarantee)

Folio _____

(1) No. & date of sanction of the execution of _____
guarantee(2) Name of the Organisation on whose behalf _____
guarantee is given.

(3) Details of the Guarantee:—

(State whether it is Bonds or Debenture _____
or Loans from a Bank which has been guaranteed. In case of Bank
Loan, the name of the Bank from whom the loan is taken should be
mentioned the rate of interest should also be indicated).

(4) Amount guaranteed. _____

(5) Period of guarantee _____

(6) Guarantee fee paid, if any:—

Challan No. & Date Amount	Treasury
Rs.	

(7) Details of instalments for repayments of Loans/Bonds/Debentures by
the Principal borrower:—

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(8) Sums outstanding against the Guarantee as Reviewed by on 31st March.

Rs.	(Signatures)	(Dates)
Year		

TABLE OF FORMS

Serial No.	Rule in which quoted	Description	Pages
1	2.2	Cash Book—specimen of.	82
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5	7.12	Omitted.	86
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10	8.15	Register of contingent charges.	92
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12	10.16 (vi)Note 10.16 (vii)Note 4 and 10.17Note 3.	Form of Mortgage Deed to be executed when the property is free hold.	94-99
12-A.	Second proviso to clause (vii) of rule 10.16	Form of Mortgage Deed to be executed by both the Government employee and the other owner when the land is free-hold and is owned by the Government employee jointly with his wife, her husband, father or son.	100-105
12-B.	Third proviso to clause (vii) of rule 10.16	Form of Mortgage Deed to be executed by the owner and the undertaking to be given by the Government employee when the land is Free-hold and is owned by the wife, husband, father, of son of the Government employee.	106-111
13	10.16 (vi) Note	Form of Re-conveyance of Mortgage property.	112-113
14	10.16 (vi)Note, 10.16 (vii)Note 1and Note 4,	Form of Mortgage Deed to be executed when the property is lease hold.	114-119

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	10.16 (ix), Note and 10.17 Note 3		
14-A.	Second Proviso to clause (vii) of rule 10.16	Form of Mortgage Deed to be executed by both the Government employee and the other owner when the land is lease-hold and is owned by the Government employee jointly with his wife, her husband, father or son.	120-126
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